

The University of Houston Local P-Card Cardholder Dispute Form

What to do? [Citibank Dispute Procedures.](#)

Call the number on the back of your p-card to dispute a transaction.

Cardholder's Name		Date:			
Last 4 Digits of P-Card		Merchant Name:			
Transaction Date:		Reference Number:			
Transaction Amount:		Posting Date:		Dispute Amount:	

Please include an explanation of the disputed item. Complete and sign once transaction has been disputed, then upload this document in lieu of a receipt to the expense report. A separate dispute form is required for each disputed transaction. Re-upload to expense report if credit is applied for this disputed transaction.

Explanation of Disputed Item:

Cardholder Signature:	
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Disputed transactions should be placed under liability account code 20109. Upload form in lieu of receipt to expense report for disputed transaction.

Complete when the disputed transaction is credited to the account.

Credited Amount:		Posting Date:		Dispute Amount:	
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Credited amount should be placed under liability account code 20109 to clear liability balance. Re-upload this form in lieu of receipt to expense report for credited transaction.