



BOSTON UNIVERSITY PURCHASING CARD

LOST OR STOLEN CARD NOTIFICATION

Instructions: Cardholders whose cards have been lost or stolen should **immediately** notify American Express at 1-800-274-7378. Check the following box to confirm the call has been placed:

Yes, I have called the above number to notify American Express about my missing card.

Once AMEX has been notified and the account closed, please complete this form and send it to the pcard administrator on your campus.

Cardholder Name: _____

Department: _____

Account #: _____

Date: _____

Please send form to the PCard Administrator:

BU Sourcing
985 Commonwealth Ave. Rm. 210
Boston, MA 02215
FAX: (617) 353-5384
pcard@bu.edu