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Louisiana State University
Office of Accounting Services Accounts Payable & Travel 217 Thomas Boyd Hall

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	Che	eck the box most appropriate to your dispute. Questions may be directed to Bank of America at 1-888-449-2273
		Alteration of Amount The amount of the sales draft has been altered from \$ to \$ A copy of the sales draft is attached.
atter.		Unauthorized Charge due to Vendor Error I certify the charge listed above was not authorized by me. I have contacted the merchant to
rmal docun ocumentation ot a dispute	nentat on she witho	Iways contact the merchant first to try to question/resolve the purchase. The cardholder should ation from the merchant to serve as proof of his/her attempt to question/resolve the matter. The hould consist of names, dates, and times of when the merchant was contacted. The bank will nout the formal documentation. In a can be disputed after 60 days of the transaction date. The bank will NOT accept the dispute.
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