



WSSU

TRANSACTION DISPUTE FORM

Transactions that appear in Works may be disputed up to 60 days after the statement's closing date.

Accountholder Name _____ Telephone Number _____

E-mail Address _____ Last 4 Digits of Credit Card Number _____

Statement Date _____ Transaction Date _____ Post Date _____

Reference Number _____ Amount Disputed _____

Merchant Name _____

Explanation of Dispute (Include all contact with merchant and merchant's response): _____

_____	_____	_____
Date	Printed Name of Accountholder	Signature of Accountholder

_____	_____	_____
Date	Printed Name of Approver	Signature of Approver

_____	_____	_____
Date	Printed Name of Department Head	Signature of Department Head