May 21, 2012

Division of Financial Services

220 Anderson Hall

Manhattan, KS 66506

Dear Cardholder

You are receiving this letter because fraud has been detected on your Business Procurement Card (BPC). Once fraud has been identified, we will notify UMB immediately. Your card will be closed and a new card will be issued and sent to our office within 7-10 business days. Once we receive the card you will be notified via email by our office to come and pick up your card.

As soon as your card is closed, UMB will mail a credit card statement of the closed card transactions. UMB may also send an Affidavit of Fraud letter asking you to verify any additional fraud charges. If you receive this letter please complete the form and forward the letter to Division of Financial Services, 220 Anderson Hall as soon as possible. Our office will communicate with UMB to ensure all valid charges are credited to back to the new card and any fraudulent charges are removed from the old card.

At the end of the statement cycle, the transactions posted in E-forms will not match the transactions on our UMB Master Statement that is mailed to our office. Please wait to process your BPC voucher until you receive notice from our office. Once we receive the UMB Master statement, we will reconcile your account by removing and adding transactions between the new and old cards in order to ensure the proper credits and debits are reflected on your cards. We will forward you a copy of the transactions from the UMB statement so you can complete the BPC voucher.

 If you have not received any notification from our office within 10 days after the statement cycle please contact either Bernetta Finch or Memory Buffington. If you have any further question please contact our office.

Thank you

Bernetta Finch