

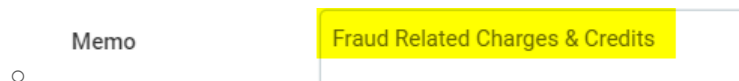


Reconciling fraud expenses on a Bowdoin credit card

If you receive an unknown charge on your Bowdoin credit card, please call JP Morgan immediately at 800-316-6056 to verify the transaction. If the charge is determined fraudulent, they will cancel your card and send a new one to the Controller’s Office within 3-5 business days. If you need your card sooner, you can request a rush of 1-2 business days. Please notify the Controller’s Office of any lost, stolen, or compromised cards after cancelling the card with JP Morgan. The Controller’s Office will notify you when your new card arrives.

Please add the fraud related charge and associated credit (once available) into an expense report.

- Receipts are not applicable.
- “**Fraud Charges & Credits**” can be indicated in the Memo as the business purpose.



- **IMPORTANT:** Please code the fraud charge and associated credit to the same expense item and cost center. Expense item 6590 (Miscellaneous) can be used and your department cost center. The transactions will net to zero within Workday.

Personal 0.00 USD Company Paid 0.00 USD Cash Advance Applied 0.00 USD Prior Balance Applied 0.00 USD Reimbursement 0.00 USD Total 0.00 USD

Click here to sort		Expense Report Line	
04/06/2019	6.32	Credit Card Transaction	04/06/2019 PRIME VIDEO*MW61Z4K6 6.32 USD
Miscellaneous (6590)		Charge Description	PRIME VIDEO*MW61Z4K60
04/14/2019	4.21	Date	04/06/2019
Miscellaneous (6590)		Expense Item	Miscellaneous (6590)
04/19/2019	7.37	Quantity	1
Miscellaneous (6590)		Per Unit Amount	6.32
04/21/2019	10.54	Total Amount	6.32
Miscellaneous (6590)		Memo	(empty)
04/27/2019	(4.21)	Personal	No
Miscellaneous (6590)		*Cost Center	[REDACTED]
04/27/2019	(10.54)	Conference/Training?	(empty)
Miscellaneous (6590)		International Region	(empty)
04/27/2019	(7.37)		
Miscellaneous (6590)			
04/27/2019	(6.32)		

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Submit the report once complete.