

US BANK

To report a lost/stolen card, the cardholder **must** do the following:

- If the card is discovered lost/stolen and it is **not** during normal business hours, the cardholder must, (1) call US Bank at 1-800-344-5696 (outside the U.S. 701-461-2010 collect) immediately and (2) call the PCPA on the first available business day during normal business hours at 410-455-5640.
- If the card is discovered lost/stolen **during** normal business hours, call the PCPA immediately. Ann Fusselbaugh, (PCPA) 410-455-5640.

Cardholders are to instruct US Bank to send the replacement card to the attention of Ann Fusselbaugh, UMBC Procurement Department, 1000 Hilltop Circle, Baltimore, Maryland, 21250.

If the replacement card is sent directly to the cardholder then the cardholder is required to bring the card to Procurement and sign for its receipt.