

# PCARD FRAUD CHARGE REPORTING INSTRUCTIONS





## FRAUD REPORTING INSTRUCTIONS

1. Always review your PCard account for fraudulent charges.
2. Call PNC to report all unauthorized charges at 1-888-561-1874.
3. You will be asked for your 4-digit Personal Access Code written on the back of your card.
4. Report all fraudulent charges and verify additional charges when asked by the bank.
5. Your PCard will be closed and a new one issued.
6. Email [PCard@cabrini.edu](mailto:PCard@cabrini.edu) to report all fraud activity.
7. Complete a “PNC PCard Fraud Charge Dispute Form ([Microsoft Word - PNCBillingInquiryForm.doc \(cabrini.edu\)](#)) and scan to [PCard@cabrini.edu](mailto:PCard@cabrini.edu).
8. All fraudulent charges on your Visa Spend Clarity account **MUST** be reconciled. Please complete a Missing Receipt Form to serve as your fraud receipt ([pcard-missing-receipt-form-final.pdf \(cabrini.edu\)](#)).

**ALWAYS CHECK YOUR ACCOUNT EVEN WHEN YOU  
HAVEN'T USED YOUR PCARD**



**FRAUD CAN HAPPEN EVEN IF YOUR PCARD IS  
LOCKED UP**