

Process for Recording Incidents of Attempted Credit Card Fraud

**Red Flag Procedure**

Name of Individual on Account: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

By: \_\_\_\_\_

Red Flag What triggered action	Action Taken	By Whom	Date Taken	Result
	Contact Individual			
	Contact Bank (s) of consumer whose card was misused			
	Consult with General Counsel			
	Notify Dean of School for student incident or cognizant V.P. For administrative fraud not involving students (e.g., Finance, Development, Research, Contracting, etc.)			
	Research evidence but deactivate any open accounts or admissions files			
	Contact Law Enforcement			
	Other:			