

### **UNM/ Crystal Springs Bottled Water Procurement Card Process**

This program is for all existing or new accounts at UNM. The process is very simple, please fill out the attached form with your P card information, then sign and fax back to Crystal Springs. Around the beginning of each month Crystal Springs will charge your procurement card for any services provided the previous month. Crystal Springs will then send you a copy of the charges that were processed on your card. If you have any problems with this process please call Jeff Stern at Crystal Springs.

Jstern@crystalh2o.com  
822-9089 office



P.O. BOX 90760  
Albuquerque, New Mexico 87199

(505) 822-9089  
Fax (505) 822-9978  
www.crystalh2o.com

From: \_\_\_\_\_

Name

Phone: \_\_\_\_\_

\_\_\_\_\_

Address

Account #: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code

**RE: Payment/Credit Card Authorization**

**Content: Please accept this form as my authorization for Crystal Springs Bottled Water to charge to my credit card.**

**CARDHOLDERS NAME:** \_\_\_\_\_

**UNM P. CARD NUMBER:** \_\_\_\_\_

**EXPIRATION DATE:** \_\_\_\_\_

- Monthly Bill Every Month Until Notified By Customer To Discontinue**
- For \$ \_\_\_\_\_ One Time Charge Only**
- Customer Will Call In Monthly Charge**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



MEMBER INTERNATIONAL BOTTLED WATER ASSOCIATION