

**UNM PURCHASING CARD
APPLICATION FOR PURCHASING CARD**

Cardholder Name: _____	Department: _____
UNM Mail Stop Code: _____	UNM Phone: _____
Campus: _____	Org Code: _____
Division: _____	Net Id: _____
Banner Id: _____	Email: _____

Required Card Default

UNM Default Index Code:	_____
UNM Default Account Code:	_____

Required Card Limits

Credit limit (Dollar Limit Monthly)	\$
Single Transaction Limit (\$5,000) maximum)	\$

Optional Card limits

Limit Daily	\$
Transactions Daily	#

Travel

Air/Hotel/Vehicle Rental/Ground Transportation (Single Trans Limit)	\$
Or	
Air Only (Single Trans Limit)	\$

Banner PCard Access

<ul style="list-style-type: none"> ➤ Two Banner users may be allowed to review and/or reallocate transactions – FWAINVT ➤ The Cardholder is not automatically granted access to reallocate. ➤ This is not a request for security access to form FWAINVT 	
Net Id for Account Manager (Required)	_____
Net Id for Business Manager (Optional)	_____

We, the undersigned, request that the above individual be issued a Purchasing Card based on the above information. We have read the Cardholder Agreement and agree to all the terms and conditions stated therein.

	Signature	Printed/Typed Name	Date
Dean, Director/Dept Head:	_____	_____	_____
Supervisor:	_____	_____	_____
Cardholder:	_____	_____	_____

Purchasing Approval: _____ Date: _____