

**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	# _____

Airline Tickets Yes No

Single Transaction Limit (for Airline Tickets)	\$ _____
--	----------

Banner PCard Access

(Two Banner users may be allowed to review and/or reallocate transactions – FWAINVT, the cardholder is not automatically granted access to reallocate)

Note: 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:	_____	_____	_____

DO NOT WRITE BELOW THIS LINE

Purchasing Approval: _____ Date: _____