

<b>UNM PURCHASING CARD MODIFICATION OF CARDHOLDER INFORMATION</b>
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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)	\$ _____
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**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**

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Purchasing Approval: \_\_\_\_\_ Date: \_\_\_\_\_