

<b>UNM PURCHASING CARD</b> <b>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	#

**Travel**

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

**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. ➤ 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 the above referenced changes to the issued Purchasing Card. 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:	_____	_____	_____

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