

**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 Limits**

Credit limit (Dollar Limit Monthly)	\$
Single Transaction Limit (\$10,000) 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)	\$

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. UNM Departments are ultimately responsible and accountable for all the activity that occurs on their PCards.

<b>Signature</b>	<b>Printed Name &amp; Title</b>	<b>Date</b>
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Dean, Director/Dept Head: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Cardholder: \_\_\_\_\_

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