UNM PURCHASING CARD
MODIFICATION OF CARDHOLDER INFORMATION

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) | $ |

Or

| 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.

Signature  Printed Name & Title  Date

Dean, Director/Dept Head: ___________________________ ___________________________ ______

Supervisor: ___________________________ ___________________________ ______

Cardholder: ___________________________ ___________________________ ______

Purchasing Approval: ___________________________ Date: ______