

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
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Dean, Director/Dept Head: _____

Supervisor: _____

Cardholder: _____

Purchasing Approval: _____ Date: _____