



# Gas Card Application Form

**PURCHASING CARDS ARE FOR FULL-TIME EMPLOYEES ONLY**

All signatures must be obtained prior to submitting this form to the Purchasing Card Administrator, Brown Hall, and Room 114. Call 575-835-6941 with any questions regarding this form.

Applicant Legal Name \_\_\_\_\_  
(To be embossed on card)

Applicant Email Address \_\_\_\_\_

Applicant Office Telephone Number \_\_\_\_\_

Department Name \_\_\_\_\_

Default Index and Account Number \_\_\_\_\_ / \_\_\_\_\_

Campus Mailing Address Bldg.: \_\_\_\_\_ Room# \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approver/Signoff Manager Name \_\_\_\_\_ Date \_\_\_\_\_

Approver/Signoff Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Approving Director/ Dept. Head Name \_\_\_\_\_ Date \_\_\_\_\_

Approving Director/ Dept. Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Approving Vice President Name \_\_\_\_\_ Date \_\_\_\_\_

Approving Vice President Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Preset Card Limits are \$500 per transaction and \$5,000 per monthly limit