



Purchasing Card Application Form

PURCHASING CARDS ARE FOR PERMANENT EMPLOYEES ONLY (not Emergency or Temporary)

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 \$1,000 per transaction and \$5,000 per monthly limit