



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