



NEW MEXICO STATE UNIVERSITY
Procurement Card Maintenance Agreement
Submit form to MSC 3AP

This is a multi-use form. Complete only the pertinent sections for your procurement card maintenance request and obtain required approvals/signatures.

Name Embossed on Procurement Card			
Credit Card Number		Expiration Date	
Department Name			

SECTION I - CANCELLATION OF ACCOUNT

Employee has terminated employment with department and/or NMSU.

Procurement Card is no longer needed by cardholder/department.

Immediately return this form and card to Accounts Payable MSC 3AP. Card must be cut into three pieces and taped to the space provided. If the card is not available for any reason, please provide a memo signed by the supervisor stating the reason it is not available.

If procurement card has been lost or stolen, the cardholder must immediately contact Bank of America at: 1-888-449-2273.

SECTION II - NAME CHANGE FOR CARDHOLDER OR DEPARTMENT

Change embossed name to: _____

Change embossed department to: _____

SECTION III - MAILING ADDRESS CHANGE

Change mailing address to:

MSC: _____ Box: _____

City: _____ State _____ Zip _____

SECTION IV - DEFAULT INDEX CHANGE

Change default index to: _____-738010

Default index must be for a unrestricted fund.

