

NEW MEXICO STATE UNIVERSITY
ACCOUNTS PAYABLE
PROCUREMENT CARD REQUEST FORM & AGREEMENT

Submit Form To: MSC 3AP

REQUEST FOR PROCUREMENT CARD: Individual Cardholder

Cardholder Name & Banner ID (Type or Print)		Title
	Banner ID:	
Department	Phone Number	Email Address

Name and Address as it will appear on Card & Statement:

(NAME – 22 SPACES MAXIMUM)

NMSU

(DEPARTMENT NAME – 19 SPACES MAXIMUM)

MSC -

(PO BOX IF APPLICABLE – 17 SPACES)

_____, N M _____ - _____
(CITY – 13 SPACES) (ZIP CODE) (4 DIGITS)

All card purchases will be automatically charged to the following default account number. Default account number assigned must be a unrestricted index.

_____ -738010

PROCUREMENT CARD AGREEMENT:

1. This agreement is entered into between New Mexico State University and _____
(CARD HOLDER NAME)
as cardholder, for the period from _____ to until cancelled.
(CURRENT DATE)

2. **PURPOSE:**
The purpose of this agreement is to establish the responsibilities of the Cardholder in the Procurement Card Program; compliance with all requirements detailed in the University's Procurement Card Policies and Procedures and in the *Business Procedures Manual* are hereby incorporated as conditions of continued card use.

3. **RESPONSIBILITIES:**

- **IMMEDIATELY** report a lost or stolen card directly to Bank of America at 1-888-449-2273 and Financial Operations at 646-1260. Also, when a replacement card has been assigned, you must notify Financial Systems Administration by sending a notice to fsarequest@boffice.nmsu.edu.
- **NEVER** use the card for personal purchases, cash advances, or travel related expenses, except for registration fees.
- **NEVER** use the card to purchase items included in Section 4.00.45 Unallowable and Restricted Procurement Card Purchases of the Business Procedures Manual.

SECURE THE CARD from fraudulent use and immediately report any unauthorized use of the card to Bank of America at 1-800-449-2273

- For each transaction made with the card, obtain detailed official documentation of the nature of the purchase from the vendor. The department must maintain the purchase documentation for a period of six years. For grants and contracts it is six years or three years from the end of the year in which the contract is closed, whichever is greater.
- Keep an accounting of all orders placed using the card. Immediately settle problems with items or shipments directly with the vendor from which the item was purchased and document the issue.
- Contact Bank of America at 1-800-538-8788 within five (5) days of receipt of your bank card statement for any item that is disputed.
- Limit purchases to \$2,500 per transaction, and to \$10,000 per monthly billing cycle. Do not split purchases.
- Obtain tax exemptions from the vendor at the time of the purchase of goods. Each card is marked to identify the university's tax exempt status.
- Upon termination of employment, change of status or if the card is no longer needed, the card must be immediately turned in along with a Procurement Card Maintenance Form. to Financial Operations, MSC 3FO, Attn: Doris Boteler.
- Follow any additional instructions, policies and procedures your department may set forth or that may be provided to you during Cardholder Training sessions.

4. **CANCELLATION/REVOCAION/WITHDRAWAL OF CREDIT CARD**

The University reserves the right to cancel at any time any Procurement Card that in its opinion has been used contrary to the policies and procedures established or referenced herein.

5. **REQUEST FOR PROCUREMENT CARD SYSTEM ACCESS:**

All new cardholders must complete a Procurement Card System Security Access Form and submit it with this Procurement Card Request Form & Agreement. Questions and assistance regarding completion of the form should be directed to Financial Systems Help Center at 646-4357. The system access forms are available at: <http://www.nmsu.edu/~boffice/forms>.

6. **SIGNATURES:**

I have read and understand all of the above information and the responsibilities. I agree to abide by the policies and procedures set forth in this agreement as a condition of continued card use. I understand that abuse of this card may result in the card being immediately revoked upon my failure to comply with any of the terms of this Agreement, and that any unauthorized charges may become my personal liability.

CARDHOLDER

Printed or Typed Name	Signature	Date

DEPARTMENT HEAD OR DEAN/DIRECTOR*

I authorize this applicant to have access to a Procurement card and to commit University funds.

Printed or Typed Name	Signature	Date

ACCOUNTS PAYABLE

Printed or Typed Name		Date
Date Training Completed	Date Transmitted to BOA	

*If cardholder is Department Head or above, next higher level signature required.