



**New Mexico State University**  
**Procurement Card System Access and Change Form**  
**Cardholder**

- New Cardholder                     
  Add Reconciler                     
  Remove Reconciler

Instructions: This form is to assign a new cardholder access to the Procurement Card System, add a cardholder reconciler, or remove a cardholder reconciler. Check the appropriate box above to indicate the type of action desired. **New Cardholder must complete Section 1 and Section 2. Complete Section 3 for Proxy information, including proxy information for a new cardholder, and proxy changes such as additions or removals. Attach a listing of all cardholders affected by the proxy change with all required information per section. You must have an authorization signature in Section 4.** For assistance, please call Purchasing and Risk Mgmt Admin (2916). Send completed form to Purchasing and Risk Mgmt Admin– MSC 3890 or fax 646-3736.

**Section 1    CARDHOLDER INFORMATION**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept/Sub Dept.: \_\_\_\_\_

Signature: \_\_\_\_\_

**Section 2    APPROVER INFORMATION**

Print name of your Departmental Approver (Manager) \_\_\_\_\_

**NOTE: A subordinate should not be assigned as the approver of transactions of their direct supervisor. No one can approve their own transactions.**

**Section 3    CARDHOLDER RECONCILER INFORMATION**

Cardholders may designate other NMSU employees to fulfill their review and processing responsibilities by Reconciler. If a “Reconciler” is assigned, the cardholder will not receive any notice of pending transaction. The cardholder will abide by the actions taken on their behalf by the assigned Reconciler.

Per the NMSU signature authority policy [http://www.nmsu.edu/~boffice/bpm\\_2009/Shortcuts/BPM\\_2.05\\_Signature.doc](http://www.nmsu.edu/~boffice/bpm_2009/Shortcuts/BPM_2.05_Signature.doc) Department Heads and other approvers may delegate their signature authority, though not their responsibility, on routine business transactions to permanent or temporary alternates. See BPM Policy on Signature Approval for clarification of acceptable alternates.

**If you are replacing an existing Reconciler, print their name here** \_\_\_\_\_

**Reconciler (Cardholder will not be processing on-line transactions)**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept/Sub Dept.: \_\_\_\_\_

Signature: \_\_\_\_\_

**Section 4    AUTHORIZATION**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Business Manager/Department Head/Director/Dean

**Logon ID Security**

*You have been granted access to the New Mexico State University computer systems. The login ID(s) and password(s) issued to you is your means of access to these systems. They are to be used solely in connection with performance of your authorized job functions. You should take all necessary steps to prevent anyone from gaining knowledge of your login ID(s) and password(s). The use of your Login ID(s) and password(s) by anyone other than yourself is prohibited and should be reported to Purchasing and Risk Mgmt Admin immediately.*