

## Procurement Card Application Checklist

Before receiving your procurement card, all of the following items must be completed and approved.

1. Submit [Procurement Card Request Form and Agreement](#) to Accounts Payable
  - a. Assign default unrestricted account code
2. Submit [Procurement Card System Access and Change Form Cardholder](#) to Financial Systems Administration
  - a. Complete Sections 1 through 4
  - b. Attend mandatory training for cardholders offered through Training & Development - <http://hr.nmsu.edu/hrs/administrative--finance.html#PCardPolicies>
  - c. If located outside of the Las Cruces area, call 575-646-7444 to schedule training