



Instructions: Complete this document to apply for a new procurement card. Please print or type legibly.
To change a profile, index or contact information of an existing card use the [Procurement Card Maintenance form](#).
To change reconciler or approver access to the system use the [Procurement Card Reconciler/Approver Changes form](#).
Forms are accepted via fax 575-646-3736 or by email pcard@nmsu.edu. For help with this form please contact PCard Administration at 575-646-7125.

SECTION 1: APPLICANT INFORMATION

Aggie ID: _____ Applicant's Name: _____

Department Name: _____

Department Mailing Address: _____

Work Phone Number: _____ NMSU Email: _____

SECTION 2: FINANCIAL INFORMATION

All PCard purchases will be automatically charged to the following default index and account. Default index number must be an unrestricted index/fund/org.

_____ - _____ - _____ - 738011
Index Fund Org

SECTION 3: WELLS FARGO CCER SYSTEM ACCESS

****Refer to NMSU Business Procedure Manual (BPM) section 4.40.60 thru 4.40.64 regarding reconciliation and approving responsibilities. ****

Reconciler:

Cardholder's delegate. All responsibilities remain with the cardholder.

Name: _____ Aggie ID: _____ Email: _____

Primary approver:

Name: _____ Aggie ID: _____ Email: _____

Backup approver:

Primary approver's delegate. All responsibilities remain with the primary approver.

Name: _____ Aggie ID: _____ Email: _____

Note: Assignment will follow the NMSU signature authority. A subordinate should not be assigned as the approver of transactions for their direct supervisor.

SECTION 4: PROCUREMENT CARD AGREEMENT

1. Agreement.

This agreement is entered into between New Mexico State University (NMSU) and all parties signing below effective from the date on this application until cancelled by either party.

2. Purpose.

The purpose of this agreement is to establish the responsibilities of the procurement card program; compliance with all requirements detailed in the Business Procedures Manual are hereby incorporated as conditions of continued card use.

3. Cardholder Responsibilities.

- Immediately report a lost or stolen card directly to Wells Fargo Bank at 1-800-932-0036 then notify the PCard Administrator at 575-646-7125 or pcard@nmsu.edu.
- Never use the card for personal purchases.
- Never use the card to purchase items included in Section 4.00.45 Unallowable and Restricted Purchases of the BPM.
- Secure the card from fraudulent use and immediately report any unauthorized use of the card to Wells Fargo Bank at 1-800-932-0036.
- 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, this is six years or three years from the end of the fiscal 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 Wells Fargo Bank at 1-800-932-0036 for any items that are disputed.

New Mexico State University
Procurement Card Administration
Procurement Card Application

- Limit purchase to \$3,000 per transaction, and \$10,000 per monthly billing cycle, except where special permission has been granted by Procurement Services. Do not split purchases into multiple transactions to avoid transaction limits; this is a misdemeanor criminal act.
- 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 eligibility, or if the card is no longer needed, immediately complete a Procurement Card Maintenance form.
- Follow any additional procedures your department may set forth or that may be provided to you during cardholder training sessions.
- Refer to NMSU BPM section 4.40.60 thru 4.40.64 regarding reconciliation and approving responsibilities.

4. Approver/Reconciler Responsibility

As an approver or reconciler of the Procurement Card you must be aware of the PCard restrictions and authorized transactions. A list has been provided below with guidelines that you as an approver or reconciler must acknowledge as part of your responsibilities.

- Verify that a valid departmental index and account number has been used for the purchase.
- Verify the transaction amount does not exceed the \$3000.00 limit, per transaction per vendor.
- Verify the required entries in the description field are provided for each transaction.
- Process/Approve transactions in a timely manner to avoid deadlines.

5. Use of card.

NMSU is an agency of the State of New Mexico and is exempt from all applicable Federal and most State taxes. New Mexico Gross Receipts Tax (NMGR) should be paid for services only. Verify no tax on tangible property. If state tax is still applied then the cardholder is responsible to annotate this on the transaction once it is submitted through the system. Use of account code 760905 for unallowable NMGR is recommended.

6. Allowable and unallowable purchase.

The card shall be used for procuring goods and select services for university use. The purchase of professional services, multi-year service agreements, formal subcontracts or expenses related to travel; (except for registration fees and airlines), gasoline and business or travel-related meals are not allowed. Cash advances and personal expenditures are not allowed. The card cannot be used for non-allowable purchases as designated by University procedures; refer to the Business Procedures Manual section 4.00.45 and procurement card program non-compliance guidelines.

7. Declined Purchases.

If unallowable purchases have been made on the card, you as the Approver or Reconciler, must decline the transaction with an explanation in the comments field. This will route the transaction to the PCard office for review. The cardholder will be responsible for reimbursing the University for unallowable items purchased with their PCard.

8. Training.

For required trainings, visit our website at <http://pcard.nmsu.edu/general-pcard>.

9. Cancellation/Revocation/Withdrawal of Credit Card.

Having a procurement card and/or a role in the procurement card process is a privilege. NMSU may cancel a procurement card and/or access at any time for any reason.

I have read and understand all the preceding information and responsibilities. I understand that the card and/or access may be immediately revoked should I fail to comply with the terms of this agreement, and that any inappropriate changes may become my personal liability.

Cardholder (Applicant):

Printed Name: _____ Signature: _____ Date: _____

Reconciler Signature (if applicable):

Printed Name: _____ Signature: _____ Date: _____

Primary Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Backup Approver Signature (if applicable):

Printed Name: _____ Signature: _____ Date: _____

***Signature Authority:**

Printed Name: _____ Signature: _____ Date: _____

*Dean/VP/CC President or designee.