



Instructions: This is a multi-purpose form, complete only the relevant information and obtain required signatures. Please print or type legibly. To apply for a new procurement card use the [Procurement Card Application form](#).

To change reconciler or approver access to the system use the [Procurement Card Reconciler/Approver Changes form](#). Forms will be accepted by 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: CARDHOLDER INFORMATION

Aggie ID: _____ Cardholder Name: _____

Department Name: _____

Phone Number: _____ NMSU Email: _____

SECTION 2: REQUESTED ACTIONS

- Employee has terminated employment with department and/or NMSU.
- Procurement Card is no longer needed by cardholder/department.
Submit this form to Procurement Card Administration at pcard@nmsu.edu. Once confirmation is received the card may be destroyed. If the PCard has been lost or stolen, the cardholder must immediately contact Wells Fargo Bank at 1-800-932-0036.
- Change embossed name to: _____
- Change embossed department to: _____
If the cardholder has changed NMSU departments, the current PCard must be surrendered. A [New Procurement Card Application](#) will need to be completed by the new department.
- Change department mailing address to:
Address: _____ City, State, Zip: _____
- Change default index to _____ (must be unrestricted)
- Replacement card needed for damaged procurement card.

SECTION 3: SIGNATURE APPROVAL

Cardholder:
Printed Name: _____ Signature: _____ Date: _____

***Signature Authority:**
Printed Name: _____ Signature: _____ Date: _____

*Dean/VP/CC President or designee.