



Procurement Card Delegate/Approver Changes

ROUTING

[Enter a ticket
in Aggie
Service Desk](#)

Instructions: This is a multi-use form; complete only the relevant sections of the form. Please print or type legibly.
To apply for a new procurement card use the [Procurement Card Application form](#).
To change a profile, index or contact information of an existing card use the [Procurement Card Maintenance form](#).
Submit forms in Aggie Service Desk. For help with this form please contact the Aggie Service Center at asc@nmsu.edu or 575-646-2000.

Refer to the [PCard webpage](#) for additional information

SECTION 1: CARDHOLDER INFORMATION

Cardholder: _____ Aggie ID: _____ Email: _____

SECTION 2: DELEGATE CHANGES

Remove: _____ Aggie ID: _____

Add: _____ Aggie ID: _____ Email: _____

All delegates must complete trainings prior to obtaining access to the PCard system. Refer to [PCard webpage](#) for training details. Registration to these courses is available via <http://trainingcentral.nmsu.edu>. Training certificates of completion must accompany this form to process any changes.

SECTION 3: APPROVER CHANGES

Approver (Grade Level 05 or Above)

Remove: _____ Aggie ID: _____

Add: _____ Aggie ID: _____ Email: _____

Attach Additional Approver Delegates page as applicable, see page 3

Backup Approver (Grade Level 05 or Above)

Remove: _____ Aggie ID: _____

Add: _____ Aggie ID: _____ Email: _____

Approvers will be granted Cardholder/Delegate access. All approvers must complete training prior to obtaining access to the PCard System. Refer to PCard webpage for training details. Registration is available via <http://trainingcentral.nmsu.edu>. Training certificates of completion must accompany this form to process any changes.

Note: No one can approve their own transactions at the departmental approver level.

SECTION 4: CARDHOLDER RESPONSIBILITIES

- Immediately report a lost or stolen card directly to Wells Fargo Bank at 1-800-932-0036.
- Never use the card for personal purchases.
- Never use the card to purchase items included in BPM Section 4.00.45 Unallowable and Restricted Purchases.
- 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. Refer to FSA-RMR training for retention information.
- 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.

Refer to the [PCard webpage](#) for additional Cardholder Responsibilities and PCard details.

SECTION 5: APPROVER/DELEGATE RESPONSIBILITIES

As an Approver or Delegate of the Procurement Card you must be aware of the PCard restrictions and authorized transactions.

Refer to the [PCard webpage](#) for additional Approver/Delegate responsibilities and PCard details.

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 (NMGRT) 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 NMGRT is recommended.

Allowable and unallowable purchase.

The card shall be used for procuring goods and select services for University use. Refer to [PCard Usage Guidelines](#).

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.

Training.

For required trainings, visit PCard webpage at <https://inside.nmsu.edu/asc/pcard/>.

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: _____

Delegate Signature (if applicable):

Printed Name: _____ Signature: _____ Date: _____

Primary Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Backup Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

SECTION 6: OFFICIAL APPROVAL

***Signature Authority:**

Printed Name: _____ Signature: _____ Date: _____

*Dean/VP/CC President or Dept. Head

New Mexico State University
Procurement Card Administration

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Additional Approver Delegates (Grade Level 05 or above)

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 charges may become my personal liability.

Additional approver delegates (Grade Level 05 or above):

Name: _____ Aggie ID: _____ Email: _____

Delegate Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Additional approver delegates (Grade Level 05 or above):

Name: _____ Aggie ID: _____ Email: _____

Delegate Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Additional approver delegates (Grade Level 05 or above):

Name: _____ Aggie ID: _____ Email: _____

Delegate Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Additional approver delegates (Grade Level 05 or above):

Name: _____ Aggie ID: _____ Email: _____

Delegate Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

Additional approver delegates (Grade Level 05 or above):

Name: _____ Aggie ID: _____ Email: _____

Delegate Approver Signature:

Printed Name: _____ Signature: _____ Date: _____

I agree to the above PCard Approver delegation:

Primary Approver Signature:

Printed Name: _____ Signature: _____ Date: _____