



New Mexico State University  
Procurement Card Administration  
**Procurement Card Maintenance**

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

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 Delegate or Approver assignments in the system use the [Procurement Card Delegate/Approver Changes form](#). Submit forms in Aggie Service Desk. For help with this form, please contact the Aggie Service Center at [asc@nmsu.edu](mailto:asc@nmsu.edu) or 575-646-2000.

## 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 in [Aggie Service Desk](#). Notification will be sent when card has been canceled and the card can 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 canceled and 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: \_\_\_\_\_

## SECTION 4: OFFICIAL APPROVAL

**\*Signature Authority:**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dean/VP/CC President or Dept. Head