



New Mexico State University

Procurement Card System Access and Change Form

Cardholder

New Cardholder
 Add Proxy
 Remove Proxy

Instructions: This form is to assign a new cardholder access to the Procurement Card System, add a cardholder proxy, or remove a cardholder proxy. Check the appropriate box above to indicate the type of action desired. **New Cardholder must complete Section 1 and Section 2. Complete Section 3 for Proxy information, including proxy information for a new cardholder, and proxy changes such as additions or removals. Attach a listing of all cardholders affected by the proxy change with all required information per section.** You must have an authorization signature in Section 4. For assistance, please call ICT Help Center 646-HELP (4357). Send completed form to ICT-UCC, 3AT or fax 646-2699.

Section 1	CARDHOLDER INFORMATION
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Date: _____

Employee Name: _____ Employee ID: _____ Campus Box: _____

Email Address: _____ Phone: _____ Dept/Sub Dept.: _____

Signature: _____

Section 2	APPROVER INFORMATION
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Print name of your Departmental Approver (Manager) _____

NOTE: A subordinate should not be assigned as the approver of transactions of their direct supervisor. No one can approve their own transactions.

Section 3	CARDHOLDER PROXY INFORMATION
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Cardholders may designate other NMSU employees to fulfill their review and processing responsibilities by proxy. If a "Permanent Proxy" is assigned, the cardholder will not receive any notice of pending transaction. The cardholder will abide by the actions taken on their behalf by the assigned proxy.

Per the NMSU signature authority policy http://www.nmsu.edu/~boffice/memos/signature_approval_policy.html Department Heads and other approvers may delegate their signature authority, though not their responsibility, on routine business transactions to permanent or temporary alternates. See BPM Policy on Signature Approval for clarification of acceptable alternates.

If you are replacing an existing Proxy, print their name here _____

Permanent Proxy (Cardholder will not be processing on-line transactions)

Employee Name: _____ Employee ID: _____ Campus Box: _____

Email Address: _____ Phone: _____ Dept/Sub Dept.: _____

Signature: _____

Proxy 1 (To be used as backup for Cardholder or Permanent Proxy in Procurement Card processing)

Employee Name: _____ Employee ID: _____ Campus Box: _____

Email Address: _____ Phone: _____ Dept/Sub Dept.: _____

Signature: _____

Additional Proxy (Optional)

Employee Name: _____ Employee ID: _____ Campus Box: _____

Email Address: _____ Phone: _____ Dept/Sub Dept.: _____

Signature: _____

Section 4	AUTHORIZATION
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Print Name: _____ Signature: _____

Business Manager/Department Head/Director/Dean

Logon ID Security

You have been granted access to the New Mexico State University computer systems. The login ID(s) and password(s) issued to you is your means of access to these systems. They are to be used solely in connection with performance of your authorized job functions. You should take all necessary steps to prevent anyone from gaining knowledge of your login ID(s) and password(s). The use of your Login ID(s) and password(s) by anyone other than yourself is prohibited and should be reported to Financial Systems Administration immediately.

FSA-PCARDSEC Rev 09/15/2009
