Greenphire Blank Reloadable Mastercard Request Form

Use this form to request the purchase of blank UNM Greenphire Reloadable Mastercards for Participant Incentives. Accounts Payable will process a Journal Voucher to charge your index for your order and contact you when the cards are ready to be picked up. Upon our notification, your department contact can pick up your cards at the UNM Accounts Payable Department, UNM Business Center Suite 2400. UNM ID is required for pickup.

Date: ___________________

Please indicate the number of blank Greenphire Reloadable Mastercards you would like to purchase:

Number of cards needed: _______ X $3.75 = $ ________________

Requestor Name: ____________________________ Dept: ____________________________

Contact Phone: ____________________________ Email: ____________________________

Business Purpose: ____________________________________________________________

Index to be Charged: ____________ Signature: ____________________________

Upon completing this form, please scan & email to acctspay@unm.edu
Questions? Email acctspay@unm.edu or call 277-2014

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ACCOUNTS PAYABLE USE ONLY:

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<thead>
<tr>
<th>Billed on JV#</th>
<th>DR</th>
<th>4640</th>
<th>$ _________</th>
</tr>
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<tbody>
<tr>
<td>CR</td>
<td>113004</td>
<td>A920</td>
<td>$ _________</td>
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