



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

ACCOUNTS PAYABLE USE ONLY:			
		Billed on JV#	_____
DR	_____	4640	\$ _____
CR	113004	A920	\$ _____