



### Greenphire Reloadable Mastercard - Software License Request Form

Use this form to request the purchase of Greenphire licenses or to transfer existing licenses to another user for the Participant Incentive reloadable Mastercards/ClinCard system. Accounts Payable will process a Journal Voucher to charge your index for the licenses and notify the new user(s) with their login credentials.

Date: \_\_\_\_\_ Core Office License? Y N

Please indicate the Greenphire/ClinCard licenses you would like to purchase/tranfer in the space below.

NetID	Name	Add	Remove
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total # of Licenses: \_\_\_\_\_ X \$760 = \$ \_\_\_\_\_

Requestor: \_\_\_\_\_ Dept: \_\_\_\_\_

Business Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Index to be Charged: \_\_\_\_\_ Signature: \_\_\_\_\_

Upon completing this form, please scan & email to [acctspay@unm.edu](mailto:acctspay@unm.edu)  
**Important\*\* Include in your email to [acctspay@unm.edu](mailto:acctspay@unm.edu) the research studies needed for each license. New users cannot be set up without being added to one or more study.**

Questions? Email [acctspay@unm.edu](mailto:acctspay@unm.edu) or call 277-2014

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<b>ACCOUNTS PAYABLE USE ONLY:</b>			
		<b>Billed on JV#</b>	_____
DR	_____	3140	\$ _____
CR	113004	A900	\$ _____