



## Nusenda VISA Incentive Card Request Form

Use this form to request the purchase of Nusenda VISA cards for Participant Incentives (minimum 20 cards per order). 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, typically within 5 business days. Upon our notification, your department contact can pick up your cards at the UNM Purchasing Department, UNM Business Center Suite 2600. UNM ID is required for pickup.

Date: \_\_\_\_\_

Please indicate the quantity and denomination of Nusenda VISA cards you would like to purchase:

Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 minimum)</small>	=	\$ _____
Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 minimum)</small>	=	\$ _____
Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 minimum)</small>	=	\$ _____
Number of cards needed: _____	X	Denomination per Card: \$ _____ <small>(\$10 minimum)</small>	=	\$ _____
<b>TOTAL CARDS NEEDED: _____</b>	<b>X</b>	<b>Fee per Card</b>	<b>=</b>	<b>\$ <u>1.50</u></b>

**Grand Total: \$ \_\_\_\_\_**

Requestor Name: \_\_\_\_\_

Org: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Index to Charge: \_\_\_\_\_

Signature: \_\_\_\_\_

Upon completing this form, please scan & email to [acctspay@unm.edu](mailto:acctspay@unm.edu)

Questions? Email [acctspay@unm.edu](mailto:acctspay@unm.edu) or call 277-2036

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