

New Process for Requesting LoboCa\$h

A new “pre-approval” process, similar to the P-card exception process and the SUB catering pre-approval process, is being put in place for departments to use when requesting the purchase of LoboCa\$h from the Lobo Card office.

An online request form has been developed, and is NOW available at: <http://ua.unm.edu/forms.html>. This is Unrestricted Accounting’s “Forms” page. On that page, select “LoboCash Request for Purchase”, and log in with your net ID and password. Effective October 10, 2014, using this form will be the only approved method by which to request LoboCa\$h. Until that date, departments may, if they choose, use whatever method they have previously used, and the Lobo Card office will forward the requests to the applicable accounting office for review before the request is fulfilled. Upon completing the new form, the requestor will be required to select the appropriate accounting office for routing of the request, from a drop-down list.

The accounting review of these requests will ensure that a valid UNM business purpose is being provided, and that any taxation implications of providing LoboCa\$h are addressed.

Please pass this information on to your departments so that they are aware of this new process.