



**DEPARTMENT OF NATURAL RESOURCES  
LACARTE PURCHASING CARD PROGRAM  
ACCOUNT CLOSURE CHECKLIST**

Accountholder Name: \_\_\_\_\_

Account Number (last 4): \_\_\_\_\_

P-Card

CBA

Reason for Account Closure: \_\_\_\_\_

To be completed by DNR Fiscal Program Administrator:

Was Cardholder Deletion Form received?

▪ If yes, when: \_\_\_\_\_

▪ If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Was destroyed card delivered to Program Administrator?

▪ If yes, when: \_\_\_\_\_

▪ If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Was exit interview conducted with Cardholder and Approver?

▪ If yes, when: \_\_\_\_\_

▪ If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Was Works account suspended?

▪ If yes, when: \_\_\_\_\_

▪ If no, explain: \_\_\_\_\_  
\_\_\_\_\_

Was Works account deactivated?

▪ If yes, when: \_\_\_\_\_

▪ If no, explain: \_\_\_\_\_  
\_\_\_\_\_



**DEPARTMENT OF NATURAL RESOURCES  
LACARTE PURCHASING CARD PROGRAM  
ACCOUNT CLOSURE CHECKLIST**

If account was closed for misuse, abuse, or fraudulent activity, was the appropriate personnel notified?

▪ If yes, when:

- \_\_\_\_\_ Director of State Travel
- \_\_\_\_\_ Louisiana Legislative Auditor
- \_\_\_\_\_ Office of Inspector General
- \_\_\_\_\_ DNR Internal Auditor
- \_\_\_\_\_ Human Resources Director
- \_\_\_\_\_ DNR Assistant Secretary

▪ If no, explain: \_\_\_\_\_  
\_\_\_\_\_