



Department of Natural Resources  
LaCarte Purchasing Card Program  
Cardholder Enrollment Form

To be completed by **Section Head**:

Select one or both:

☐

P-Card

☐

CBA

Cardholder Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Personnel No.: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

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

Overall Card Limit: \_\_\_\_\_

Default G/L Account: \_\_\_\_\_

Default Cost Center: \_\_\_\_\_

Default Fund: \_\_\_\_\_

Section Head Signature: \_\_\_\_\_

NOTE: This form is to be completed and forwarded to DNR Fiscal P-Card Administrator with the completed approver and cardholder agreement forms and LEO Certification.

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To be completed by **Fiscal Services**:

Application processed and card ordered on: \_\_\_\_\_

Program Administrator Signature: \_\_\_\_\_

P-Card Last 4 Digits: \_\_\_\_\_

CBA Last 4 Digits: \_\_\_\_\_

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To be completed by the **Cardholder**:

My signature below certifies that I received training from my Agency Program Administrator on the LaCarte Purchasing Card Program on \_\_\_\_\_. After completion of the training course, the Agency Program Administrator issued my P-Card to me and it is now in my

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