



**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:



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Was Works account deactivated?

- If yes, when:
  
- If no, explain:

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: