



LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

LACARTE MAINTENANCE

AS702

Complete sections A or B for a replacement procurement card to be issued.
Complete sections C, D, E or F to update the cardholder's profile.

Request Date _____

Employee		LSU ID	
Department			
Phone	Fax	E-mail	
LaCarte Card Account # Last Four Digits			
SECTION A – NAME CHANGE			
Name <i>(as it appears on LaCarte card)</i>			
Correct Name			
SECTION B – CARD REPLACEMENT			
<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Embossing Error	<input type="checkbox"/> Mutilated
Comments			
SECTION C – CANCELLATION / REINSTATEMENT			
<input type="checkbox"/> Cancellation	<input type="checkbox"/> Reinstatement	<input type="checkbox"/> Other _____	
Comments			
SECTION D – COMPANY/COST CENTER TRANSFER			
From Company #/Cost Center <i>(For example: 10CC00408)</i>		To Company #/Cost Center <i>(For example: 10CC00413)</i>	
SECTION E – PURCHASING AUTHORITY			
<input type="checkbox"/> \$1,000 Single Transaction Limit		<input type="checkbox"/> \$5,000 Single Transaction Limit	
SECTION F – TRAVEL AUTHORITY			
<input type="checkbox"/> \$5,000 Single Transaction Limit		<input type="checkbox"/> Travel Arranger (\$50,000 Single Transaction Limit)	

** Must have approval of Donna K. Torres, Associate Vice President of Accounting and Financial Services*

Approved by

Department Head

Printed Name

Date

Donna K. Torres

Associate Vice President
Printed Name

Date