



**LACARTE ENROLLMENT**

**AS700**

Request Date \_\_\_\_\_

Department		
Contact		
Phone	Fax	E-mail
<b>SECTION A: CARDHOLDER INFORMATION</b>		
Employee (Name on Card)		LSU ID
		Workday ID
Phone	Fax	E-mail
Room / Building		City/State/Zip
Pay Type	<input type="checkbox"/> Academic <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Salary <input type="checkbox"/> Wage	
Company Number/Cost Center (For Example: 10CC00408)		
<b>SECTION B: PURCHASING AUTHORITY</b>		
Single Transaction Limit	<input type="checkbox"/> Max \$1000 <input type="checkbox"/> Max \$5000	NO CASH ACCESS
* If limit requested is \$5,000, must have Assoc VP approval		
<b>SECTION C: TRAVEL AUTHORITY</b>		
Single Transaction Limit	<input type="checkbox"/> Max \$5000	NO CASH ACCESS

I approve the above-named individual's use of a University procurement card.

Approved by

_____	_____	_____
Department Head	Title	Date
_____	Associate Vice President	_____
Donna K. Torres	Title	Date

**FOR ACCOUNTING SERVICES USE ONLY**

<b>HIERARCHY</b>		
Level 3	Louisiana State University	
Level 4	Campus	
Level 5	Department	
Bank ID	LSU	Pay Basis