

Northwestern State University  
P-Card  
**LA CARTE PROGRAM**  
**CARDHOLDER/APPROVER ENROLLMENT/CHANGE FORM**

**Organization Unit Title** \_\_\_\_\_

- ☐ NEW                      RECERTIFICATION
- ☐ CHANGE    CARDHOLDER ACCOUNT # \_\_\_\_\_ (last 4 of card)
- ☐ DELETE    CARDHOLDER ACCOUNT # \_\_\_\_\_ (last 4 of card)

**Section I: To be completed by:**    ☐ Cardholder / ☐ Approver

Employee Status: ☐ Classified    ☐ Unclassified

Employee Name: \_\_\_\_\_ CWID #: \_\_\_\_\_  
*Please Print (maximum of 26 spaces)*

Budget Unit Head: \_\_\_\_\_ Budget Unit Title: \_\_\_\_\_  
*(Charged to the account with the largest % of cardholder's salary)*

Office Mailing Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

City, State, & Zip: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Cardholder's Approver

Approved By: \_\_\_\_\_  
Budget Unit Head

Approved By: \_\_\_\_\_  
VP/President (if applicable)

**Section II: To be completed by NSU Business Affairs**

Overall Card Limit: \$10,000

Single Transaction Limit: Cannot exceed \$500

Number of Purchases Allowed Per Month: \_\_\_\_\_ (1<sup>st</sup> to last day each month)

Spending Limit per Cycle: \_\_\_\_\_ (1<sup>st</sup> to last day each month)

\*MCC Restrict/Add Codes: \_\_\_\_\_ Justification: \_\_\_\_\_  
*\*(no charge will automatically accept state recommendations)*

**HIERARCHY:**

LEVEL 1:	Louisiana LaCarte	<u>5511616</u>
LEVEL 2:	Non-ISIS Agency	<u>0000002</u>
LEVEL 3:	NSU	_____
LEVEL 4:	President	_____
LEVEL 5:	Vice President	_____
LEVEL 6:	Budget Unit Head	_____
LEVEL 7:	_____	_____

**Note:** This form is to be completed by the cardholder and approved by the Organization Unit Head and Supervisor/Approving Agent. Forwarded to Business Affairs - Purchasing with the completed cardholder agreement for processing. Please send via campus mail or Fax to 318-357-4378.

Date Application Processed: \_\_\_\_\_ Submitted to Bank by: \_\_\_\_\_