



**OFFICE OF THE LIEUTENANT GOVERNOR
AND
THE DEPARTMENT OF CULTURE, RECREATION & TOURISM**

LaCarte Card Exit Questionnaire

Employee Name: _____

Office: _____

Was Employee Terminated? No Yes If yes, date of termination: _____

LaCarte Card Received: _____
Name Date

Yes No Were all of your P-card transactions reconciled (uploaded receipts, signed off on transactions, etc.)?

Yes No Have you signed your statement and log report, and attached all backup documents, for submittal to Office of Management & Finance?

Yes No Have you contacted your approver so that your current transactions can be audited and approved prior to separation?

Interview Conducted By: _____
Name Date

ATTACH RETURNED P-CARD HERE: