

Sample Letter – Procurement Card Request

<Agency Letterhead>

<Date>

Kimberly Williams
State Term Contract 946A
North Carolina Department of Administration
Division of Purchase and Contract
116 West Jones Street
Raleigh, North Carolina 27603

Re: Procurement Card Request

Dear Ms. Williams:

The <Agency Name> is requesting to participate in the state's procurement card (P-Card) program, state term contract 946A. We realize in accordance with North Carolina Administrative Code 01 NCAC 05B .1523, in order to be permitted to participate in the state's procurement card program, a recent favorable purchasing compliance review is required. The <Agency Name> understands that the procurement card is a payment mechanism and it does not change existing North Carolina public procurement requirements for competition, use of term contracts, adherence to State laws/rules/regulations and Agency policies/procedures, or accountability. The <Agency Name> further acknowledges that use of the procurement card is subject to the requirements stipulated in 01 NCAC 05B .1523 PROCUREMENT CARDS.

Listed below is the individual who will be responsible for administering the <Agency Name> procurement card program.

P-Card Administrator Name:

E-mail address:

Telephone number:

We are looking forward to your response.

Sincerely,

Signature

<Name>

<Title>