Sample Letter – Procurement Card Request

<Agency Letterhead>

<Date>

Jonathan Davis

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 Jonathan Davis :

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 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](http://reports.oah.state.nc.us/ncac/title%2001%20-%20administration/chapter%2005%20-%20purchase%20and%20contract/subchapter%20b/01%20ncac%2005b%20.1523.pdf).

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> (Please note, the requestor and the P-Card Administrator cannot be the same individual)