Sample Letter – Non-State Agency Procurement Card Request

<Entity Letterhead>

<Date>

Margaret Serapin

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. Serapin:

The <Entity Name> has been exploring the use of Purchasing Cards with Bank of America, the State of North Carolina’s Purchasing Card Vendor. At this time, we are ready to begin gathering information needed for account setup, such as initial cardholders, payment options, credit line, transaction or dollar limits, etc.

We request that we be allowed to participate in the State arranged program and “piggy back” the current agreement with Bank of America.

We realize the procurement card is a payment mechanism. It does not change our existing requirements for competition, use of term contracts, or accountability. We further acknowledge our program will be subject to Code 01 NCAC 05B.1523. PROCUREMENT CARD.

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

P-Card Administrator Name

E-mail address:

Telephone Number:

Thank you for your assistance, we look forward to your reply.

Sincerely,

Signature

<Name>

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