[DATE]

[AGENCY NAME]

[AGENCY DIRECTOR]

[AGENCY STREET ADDRESS]

[AGENCY CITY, STATE, ZIP]

RE: Request for Participation in Purchasing Card Program

In compliance with Code of Alabama §41-4-110, [AGENCY NAME] is seeking approval of the State Finance Director to participate in the State of Alabama Purchasing Card Program operated by the Card Services Section of the State Comptroller’s Office.

[AGENCY NAME] will be appointing [PCARD AGENCY ADMINISTRATOR] as its pCard Agency Administrator.

Sincerely,

[AGENCY DIRECTOR/COMMISSIONER NAME]

[TITLE]

Your approval has been:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Not approved

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kelly Butler, Finance Director, as signed by Jamie Jackson