Date

State Fiscal Accountability Authority

Division of Procurement Services

Attention: Portia Davis, DPS P-Card Coordinator

1201 Main Street, Suite 600

Columbia, SC 29201

**Subject: Request to Participate in Purchasing Card Contract**

 **[Insert Requesting Local Political Subdivision Name Here]**

Ms. Davis:

[Insert requesting poly sub name here] has been evaluating the use of Purchasing Cards (P-Card) with the State of South Carolina’s P-Card Contractor, Bank of America (BoA),

We have read and acknowledge that our program will be subject to the terms and conditions of the State’s P-Card Contract with BoA as shown in Solicitation Number 54000020074, Contract # 4400026963. We understand that the Division of Procurement Services, as the owner of this contract, has access to all information and data related to our participation in this contract.

We understand that the P-Card is a payment mechanism. Its use does not change our existing requirements for competition, or accountability. Additionally, we acknowledge the Division of Procurement Services’ recommendation that Group C entities adhere to the South Carolina Purchasing Card Policy and Procedures. However, it is the responsibility of the appropriate governing body to develop and implement P-Card policies and procedures and ensure its local entity adheres to that policy.

At this time [Insert requesting poly sub name here] requests approval to participate in the State P-Card program with BoA as a group C entity. We are ready to begin gathering information needed for account setup, such as initial cardholders, payment options, credit line, single transaction and credit limits, etc.

Listed below is our P-Card Administrator’s (PCA) and back-up contact information:

**PCA’s Name:**

Email Address:

Telephone Number**:**

**Back-up PCA’s Name:**

E-mail Address:

Telephone Number:

Thank you for your assistance. Please let us know if you need any additional information.

 Best Regards,