The purpose of this communication is to request ***{pre-approval/approval}*** for the following item(s) to be purchase with the government-wide commercial purchase card:

***{List requested supplies and/or services with cost estimate and vendor (if known)}***

***{List reason, mission essential?}***

I understand that I am required to adhere to the policy and responsibilities associated with using the government purchase card as defined in ***{agency/organization}*** Policy and Operating Procedures.

If you have any questions, please contact me.

***{Cardholder name}***

***{Cardholder email}***

***{Cardholder phone}***

***{Date}***

Distribution:

**{AO name}**