Date

State of South Carolina

Division of Procurement Services

Attention: (Insert Name of State P-Card Administrator)

1201 Main Street, Suite 600

Columbia, SC 29201

**Subject: Bank of America Purchasing Card Contract**

Dear (Insert Name of State P-Card Administrator):

The (Insert name of entity) has been exploring the use of Purchasing Cards with Bank of America, the State of South Carolina’s Purchasing Card Contractor. 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 by taking advantage of the current P-Card 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 understand that as the owner of this contract, the State of South Carolina’s Division of Procurement Services is privy to all information and data related to this contract. We further acknowledge that our program will be subject to all contract terms of the State’s P-Card Contract with BOA as shown in Solicitation Number 54000020074, BOA Contract # 4400026963. A copy of this contract may be obtained by clicking on the following URL Link:

<https://webprod.cio.sc.gov/SCSolicitationWeb/contractSearch.do?solicitnumber=5400020074>

Listed below is our Procurement Administrator Contact Information for the Purchasing Card Program:

**Program Administrator’s Name:**

**Email Address:**

**Telephone Number:**

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

Best Regards,