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

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

***{List reason if denied}***

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

Please keep this document filed and maintained with your purchase card account records as it will be needed to support approval in an audit/compliance review.

If you have any questions, please contact me.

***{AO name}***

***{AO email}***

***{AO phone}***

***{Date}***

Distribution:

**{Cardholder name}**