The purpose of this communication is to delegate “blanket approval authority” to ***{purchase cardholder name}***, purchase cardholder for the ***{agency/organization}***, for certain Government-wide Commercial Purchase Card purchases, described within this document.

As your Approving Official, I delegate to you approval authority to use the purchase card to procure the following mission essential items only, up to ***{dollar limit not to exceed micro purchase threshold}*** per single transaction.

***{List approved supplies and/or services}***

You are required to adhere to the policy and responsibilities 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 authority in an audit/compliance review.

This delegation is effective ***{date}*** and is valid until ***{date or “my appointment as your approving official is terminated”}*** or until such a time as you are reassigned or notified by follow-up communication that authority has been rescinded.

If you have any questions, please contact me.

***{AO name}***

***{AO email}***

***{AO phone}***

***{Date}***

Distribution:

**{Cardholder name}**

**{Supervisor name}**