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

***{List requested supplies and/or services with cost estimate}***

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

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}**