



**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PROCUREMENT CARD AUTHORIZATION MEMO
FOR SECONDARY USER**

Memorandum

Date: _____

To: _____

From: _____

UAH Department: _____

This letter serves to introduce and authorize _____ to make an official University of Alabama in Huntsville purchase using my Visa Corporate Procurement Card. This is a State of Alabama tax exempt purchase. The University's tax identification number is located on the front of the Visa card.

Please provide the card user with an itemized sales receipt.

Please contact me if you have any questions or require additional information.

Thank you,
