



**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.

Please provide the card user with an itemized sales receipt.

If you have any questions or require additional information please contact me.

Thank you,

Cardholder Signature: \_\_\_\_\_

Cardholder Email: \_\_\_\_\_