



Memorandum

Blanket Account Key Authorization

[Date]

To: Contracts Office

From: [Division name]

Subject: Non-encumbered Blanket Purchase Order (NBPO) Account Key Authorization

This letter gives the Contracts Office the authorization to do the following:

[] Add our division to existing NBPO for Printing Services including Black and White Copies, Color Copies, Letterhead, Envelopes and Business Cards only, using any account key in the [insert the first two digits of your division's account key category, e.g., 40xxxx] category.

In order to enter our division into Bi-tech, the Contracts Office can use the following 6 digit account key: _____, object code _____.

A copy of this authorization will be maintained in the corresponding NBPO file in the Contracts Office. When placing the order, the division will provide the vendor with the applicable account key to be charged.

The signatory of this memo must have requisition signature authority of at least \$5,000 for all account keys in the category identified above.

Signature

[Printed Name]

[Title]