



General Exception Request
Procurement Card Program

Cardholder Information

Cardholder Name: _____ Date Requested: _____
Department: _____ Last 4 Digits of Card: _____

Type of Exception Requested

- Telecom
- Fleet
- Cycle Limit over \$20,000
- Other (Please Describe): _____

Exceptions related to Restaurants or Multi-User Logs require separate forms.

Reason for Exception

Cardholder Acknowledgment & Certification of Signature

I hereby acknowledge that all transactions that are made as a result of this exception are still subject to audit and must be in compliance with the School's policies and procedures including but not limited to: Financial Policies, Procurement Rules, and Direct Charge Policies. I understand that not following these rules will result in a Violation Notification.

Cardholder Signature

Date

Approving Officials' Signature

Date

Controller

Date