

CREDIT CARD EXCEPTION REQUEST

Procurement Services Division

All exception requests are subject to approval by the Credit Card Program. If approval is granted, the requesting site agrees to provide receipts and account statements upon request.

Request Date		School/Office		Location Code	
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Mark the office with administrative oversight:

<input type="checkbox"/> Office-Non-school	<input type="checkbox"/> Region East	<input type="checkbox"/> Region North	<input type="checkbox"/> Region South	<input type="checkbox"/> Region West
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Cardholder First Name		Cardholder Last Name		Employee ID	
Cardholder Phone #		Cardholder E-mail		Approving Official Name	

<p>Type of Request:</p> <p>CYCLE LIMIT INCREASE SINGLE PURCHASE INCREASE MCC FORCED AUTHORIZATION OTHER : _____</p>	<p>Prohibited uses:</p> <ul style="list-style-type: none"> This exception does not include the purchase of items for personal use. Failure to comply may result in cancellation of the card, personal liability and/or disciplinary action.
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Card Type:	<input type="checkbox"/> P-Card	<input type="checkbox"/> Other _____
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Please provide a detailed explanation for the requested exception along with supporting documentation (i.e., quote, invoice, iFieldtrip approval, Concur approval, Technology Review Request (TRR)).

Funding Source (to be used for this purchase):	GL:		Fund:		Functional Area:		Cost Center:	
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Cardholder Signature		Date	
Approving Official or Site Admin. Name	Phone #	Approving Official or Site Admin Employee ID	
Approving Official or Site Admin. Signature		Date	

Procurement Services Division Use Only

<i>Do not write below this line</i>					
<ul style="list-style-type: none"> Approve Disapprove 	Comments:	Action Taken		Exp. Date	
Credit Card Program Manager or Designee Signature				Date	

Scan and Email to your Credit Card Program Representative