

PCARD TRANSACTION EXCEPTION FORM



Cardholder Name _____ Department _____

Exception Being Requested (selected all that apply)

Single Purchase Limit Increase Purchase from Restricted Category

Single Purchase Limit Increase Request

Supplier _____

What is being purchased? _____

What is the total cost of the purchase? _____
(A quote, invoice, estimate, or order printout containing breakdown of cost should be included with this request)

Justification/Reason for Exception (why Pcard instead of another purchase/payment method?) (Can also be included on separate page)

Purchase from Restricted Category

Supplier _____ Category Restriction (see Appendix 5A, pages 36-41) _____

What is being purchased? _____

What is the total cost of the purchase? _____
(A quote, invoice, estimate, or order printout containing breakdown of cost/summary of order should be included with this request)

Justification/Reason for Exception (why Pcard instead of another purchase/payment method?) (Can also be included on separate page)

Cardholder Signature _____ **Date** _____

Procurement Card Manager Signature _____ **Date** _____

Chair/Department Head Signature _____ **Date** _____