

TEMPLATE FOR PURCHASING CARD EXCEPTION REQUEST

Date of Request:

Last 4 digits of PCard No.

Cardholder name:

Department Number:

Department Name:

Requested Purchase:

Purpose of purchase:

Merchant name:

Quantity:

Unit Price:

Total Amount:

Source of funding (include program/budget/project):

JUSTIFICATION FOR EXCEPTION TO POLICY

Why is it necessary to purchase restricted item or service with Purchasing Card?

Cardholder Signature

Approving Official Signature