

CONTRACT PAYMENT  
PURCHASING CARD EXCEPTION REQUEST TEMPLATE

Date of Request:

Last 4 digits of PCard No.                      Cardholder Name

Department No.                                      Department Name

WSU Contract No.

Merchant Name:

Purpose of Contract:

Total Value of Contract:                                      Amount Charged to PCard:

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

Who reviewed the terms and conditions of this contract?

Who with delegated authority to sign the contracts will be signing this contract?

See delegates list at <http://contracts.wsu.edu/DelegateList>

Why is it necessary to make this payment with Purchasing Card?

CONDITIONS OF AN APPROVED EXCEPTION:

- APPROVED EXCEPTIONS ARE LOGGED IN PAYMENTNET AND MAY BE VIEWED BY RECONCILER IN THE EMPLOYEE PROFILE NOTES FIELD.
- TRANSACTION MAY NOT OCCUR BEFORE EXCEPTION IS APPROVED.
- RECONCILER MUST ENTER WSU CONTRACT NO. AND DATE OF APPROVED PCARD EXCEPTION IN PAYMENTNET TRANSACTION NOTES.

Approving Official signature: \_\_\_\_\_ Date \_\_\_\_\_