

# PROCUREMENT CARD USE EXCEPTION REQUEST CONTRACT

Washington State University  
Accounts Payable, Card Services  
P.O. Box 641020  
Pullman, WA 99164-1020

See BPPM 70.08 for instructions.

**IMPORTANT: Transaction may not occur before exception is approved.**

## CARDHOLDER INFORMATION (REQUIRED)

CARDHOLDER NAME	LAST FOUR DIGITS OF CARD #
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## CONTRACT USE EXCEPTION REQUEST

Complete all applicable fields below.

DATE EXCEPTION REQUESTED	FUNDING SOURCE (Project   Program   Gift   Grant   Cost Center)	WSU CONTRACT NO.
CONTRACT PURPOSE		CONTRACT TOTAL VALUE

## PROCUREMENT CARD CHARGE INFORMATION

MERCHANT NAME		
ITEM(S) DESCRIPTION		
QUANTITY	UNIT PRICE	TOTAL AMOUNT

## JUSTIFICATION FOR EXCEPTION TO POLICY

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 <a href="http://contracts.wsu.edu/DelegateList">contracts.wsu.edu/DelegateList</a> )
Why is it necessary to make this contract purchase with a procurement card?

My signature below certifies that I have reviewed the contract purchase(s) exception above and approve as requested.

DEPARTMENT NAME	COST CTR./CCH	CARDHOLDER SIGNATURE	DATE
AREA FINANCE OFFICER NAME	WSU ID NO.	AREA FINANCE OFFICER SIGNATURE	DATE

**Completed form must be uploaded to Workday along with transaction documents.**