

PROCUREMENT CARD USE EXCEPTION REQUEST GROUP TRAVEL OR ACTIVITY EXPENSE

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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GROUP TRAVEL OR ACTIVITY EXPENSE EXCEPTION REQUEST

Complete all applicable fields below.

DATE EXCEPTION REQUESTED	FUNDING SOURCE (Project Program Gift Grant Cost Center) as applicable
REQUESTED PURCHASE	
PURPOSE OF PURCHASE	

PROCUREMENT CARD CHARGE INFORMATION

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

JUSTIFICATION FOR EXCEPTION TO POLICY

Why is Group Travel or Activity Expense an allowable expense on this coding?
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My signature below certifies that I have reviewed the group travel or activity expense 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.