

CREDIT CARD EXCEPTION REQUEST

Procurement Services Division

All exception requests are subject to approval by the Credit Card Program. If approval is granted, the requesting site agrees to provide receipts and account statements upon request.

Request Date		School/Office		Location Code	
Mark the office with administrative oversight:					
<input type="checkbox"/> Office-Non-school	<input type="checkbox"/> Region East	<input type="checkbox"/> Region North	<input type="checkbox"/> Region South	<input type="checkbox"/> Region West	
Cardholder First Name	Cardholder Last Name		Employee ID		
Cardholder Phone #	Cardholder E-mail		Approving Official Name		
Type of Request: CYCLE LIMIT INCREASE SINGLE PURCHASE INCREASE MCC FORCED AUTHORIZATION OTHER : _____			Prohibited uses: <ul style="list-style-type: none"> This exception does not include the purchase of items for personal use. Failure to comply may result in cancellation of the card, personal liability and/or disciplinary action. 		
Card Type:	<input type="checkbox"/> P-Card	<input type="checkbox"/> Travel Card (T-Card)		<input type="checkbox"/> Other _____	
Please provide a detailed explanation for the requested exception along with supporting documentation (i.e., quote, invoice, field trip approval form, ATRN).					
Funding Source (to be used for this purchase):	GL:	Fund:	Functional Area:	Cost Center:	
Cardholder Signature				Date	
Approving Official or Site Admin. Name	Phone #		Approving Official or Site Admin Employee ID		
Approving Official or Site Admin. Signature				Date	

Procurement Services Division Use Only

<i>Do not write below this line</i>					
<ul style="list-style-type: none"> Approve Disapprove 	Comments:	Action Taken	Exp. Date		
Credit Card Program Manager or Designee Signature				Date	

Scan and Email to your Credit Card Program Representative