## FLORIDA POLYTECHNIC UNIVERSITY PROCUREMENT DEPARTMENT

## **Expense Card Monthly Billing Exception Form**

Supplier Name	<u>Amount</u>	<b>Department Name</b>	Expense Card Holder	Monthly or one-time
PURPOSE OF EXPENSE:				
JUSTIFICATION: (Provide reason(s) for circumventing routine purchasing procedures)				
EXCEPTION DI	IRCHASES: Evcent	as otherwise delegated in	the Durchasina Manual, only	the Durchasina
<b>EXCEPTION PURCHASES</b> : Except as otherwise delegated in the Purchasing Manual, only the Purchasing Department is authorized to grant permission to use expense cards for certain monthly expenses.				
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The Using Dep	artment is respons	ible for ensuring the funds	s are available in their budget	for the reoccurring
monthly expen				
Authorized Signature			 Date	
, tatriorized digital	4. C		Dute	
Procurement Sign	ature		Date	