

FLORIDA POLYTECHNIC UNIVERSITY PROCUREMENT DEPARTMENT

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Expense Card Monthly Billing Exception Form

| <u>Supplier Name</u> | <u>Amount</u> | <u>Department Name</u> | <u>Expense Card Holder</u> | <u>Monthly or one-time</u> |
|----------------------|---------------|------------------------|----------------------------|----------------------------|
|                      |               |                        |                            |                            |

**PURPOSE OF EXPENSE:**

**JUSTIFICATION:** (Provide reason(s) for circumventing routine purchasing procedures)

**EXCEPTION PURCHASES:** *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.*

*The Using Department is responsible for ensuring the funds are available in their budget for the reoccurring monthly expense.*

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\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Procurement Signature

\_\_\_\_\_  
Date