

FLORIDA POLYTECHNIC UNIVERSITY PROCUREMENT DEPARTMENT

PCard Exception Request 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 benefit to the university AND reason(s) for circumventing routine purchasing procedures)

Benefit to University:

Reason for circumventing the routine purchasing procedures:

Cost Center: _____

Fund: _____

Anticipated date of purchase: _____

Cardholder Signature

Date

Cost Center Manager Signature

Date

Procurement Signature

Date

Please note: Exceptions are not approved until the form has been reviewed and approved by the appropriate Procurement Official.