



Procurement Card Exception Request Form

This form is to be completed if the Cardholder wishes to request an increase in their credit limit, temporary single transaction limit increase or authorization for an exception. Occasionally, circumstances may warrant special consideration outside of the normal policies governing the use of the Procurement Card (PCard). In such instances, an increase or exception may be granted by the Associate Vice President for Finance & Business Services or the Director of Procurement & Business Services. **Since policies and regulations may be updated at any time, a history of past approved exceptions may not dictate that similar requests will be allowed in the future.**

Cardholder's Name: _____

Date of Request: _____

Phone: _____

Department: _____

Email: _____

Title: _____

Chair/Director/Dean: _____

Phone: _____

Current Credit Limit: \$ _____

Requested Credit Limit \$ _____

Request for temporary single transaction limit increase: \$ _____

Credit Limit:

Permanent Increase? Yes No Temporary Increase? Yes No Increase End Date: _____

Exception Request: Yes No

Reason for requested credit increase or exception: _____

Cardholder's Signature

Date

Chair / Director / Dean Signature

Date

Procurement Card Services Signature

Date

Associate VP for Finance & Business Services or Director
for Procurement & Business Services

Date