



## The University of Alabama in Huntsville Procurement Card Exception Request Form for Academic Units

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 (P-Card). 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 Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Chair/Director/Dean: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chair/Director/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Provost/Exec. VP, Academic Affairs Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Procurement Card Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Associate VP for Finance & Business Services \_\_\_\_\_ Date: \_\_\_\_\_  
or Director of Procurement and Business Services Signature

Return completed form to Procurement Card Services in BSB or fax to 256-824-6151.