



The University of Alabama in Huntsville 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 (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: _____

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.