



Individual SPL Travel over \$5K, Supplies \$2K, Dept. SPL Travel/Supplies over \$1K

This form is to be filled out by the Lead Administrator or Operations Manager in cases where exceptions are required for Individual or Department PCard Limits (i.e. single purchase limit over \$5,000 for individual PCard, over \$1,000 for department PCard).

Who is Submitting the Exception?	
Cardholder Name:	
Home Org.:	
Requester (Lead Administrator / Operations Manager):	
Department:	

PCard Information			
PCard last 4 digits:		Exact dollar amount:	
For Travel or Supplies			
Single purchase limit:		Cycle limit:	

What is the Business Reason for the Exception?
What business need is being fulfilled? Is this a temporary exception? If so, please explain the situation and necessary dates. Is there another expense method that can be used (e.g. Yale's e-procurement solution or Non-PO Invoice)? Is there an employee with a PCard who can make these purchases?

Approver	
Associate University Controller / Designated E-Commerce Approver:	

For processing, please email completed form to purchasing.card@yale.edu.

Please call 203-432-3227 with any questions.