**INDIVIDUAL & DEPARTMENT PCARD EXCEPTIONS**

**(Individual SPL Travel over $5K, Supplies $2K, Dept. SPL Travel/Supplies over $1K)**

**This form is to be filled out by the Business Manager or Approver 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:**

**Home Org.:**

**Requester** (Business Manager)**:**

**Department:**

**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. Oracle, SciQuest, OK to Pay)? Is there an employee with a PCard who can make these purchases?*

**Approver**:

 (Associate University Controller)