



## **Procard Policy Exception Approval Form**

(Approval to allow purchase of commodities/services listed in the ProCard Restricted Purchases list of the ProCard User Guide.)

An exception has been approved for \_\_\_\_\_ to allow the purchase  
(Cardholder name)

of \_\_\_\_\_ for the business purpose of

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All purchases must be in compliance with University Business Expense Policy on Alcohol. The expense should not be excessive and should be commensurate with the nature of the business.

From the procard linked to \_\_\_\_\_.  
(Chartfield string or speed type) or (name of budget)

Cardholder signature and date: \_\_\_\_\_

Account authority signature and date: \_\_\_\_\_

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Asst. Vice Chanc. for Admin. Services or designee signature

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Date