KUTZTOWN UNIVERSITY/EAST STROUDSBURG UNIVERSITY
Purchasing Card Policy Exception Request
(TRAVEL RELATED PURCHASES)

I, _____, would like to request an exemption to the Kutztown University Purchasing Card Policy regarding card usage for Travel purposes. If authorized, this exception request will cover travel related purchases as indicated on a one-time basis only.

Additional policy exceptions must be requested and approved prior to proceeding with additional purchases. The approved exception is not to be considered as a blanket approval or an ongoing approval for Purchasing Card exceptions unless otherwise noted below and approved.

All information requested below is REQUIRED. If this form is submitted incomplete in any way, the exception request will be rejected.

Last Four Card Digits from P-Card: _____

Department: _____

Anticipated Transaction Dates: _____

Reason Exception Being Requested: _____

Travel Related Items to be Purchased	
Dates of Travel	
Business Purpose of Function	
Estimated Total Cost to be charged to P-Card	

I certify that the amounts shown above will be expended for Kutztown University business purposes only.

_____

Cardholder's Name (PRINT): Cardholder's Signature: Date:

_____

Supervisor's Name (PRINT): Supervisor's Signature: Date:

_____

Grants Director's Name (PRINT): Grant Director's Signature: Date:

_____

Vice President's Name (PRINT): Vice President's Signature: Date:

_____

Card Administrator's Name (PRINT): Card Administrator's Signature: Date: