



KUTZTOWN UNIVERSITY/EAST STROUDSBURG UNIVERISTY
Purchasing Card Policy Exception Request
(FOOD/PROMOTIONAL ITEM PURCHASES)

I, _____, would like to request an exemption to the Purchasing Card Policy regarding the purchase of Food/Promotional items. If authorized, this exception request will cover the purchases as listed 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 Date: _____

Reason Exception Being Requested: _____

Supplier	
Food Items To Be Purchased	
Date of Event	
Business Purpose of Function	
Type of Attendees	
Total Cost	

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

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

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

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

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