



KUTZTOWN UNIVERSITY/EAST STROUDSBURG UNIVERSITY  
Purchasing Card Policy Exception Request  
(GENERAL PURCHASE)

I, \_\_\_\_\_, would like to request a University Purchasing Card Policy exemption to purchase the item(s) listed below. 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	
Items To Be Purchased	
Anticipated Date of Purchase	
Business Purpose	
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:

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