

**Personal Computer and Tablet Purchase
Exception Form**

All exceptions must be approved using this form. An exception that is properly approved must accompany a purchase requisition.

Personal Computer and Tablet Computer Exception Request	
Made by:	Date:
Describe the requested personal computers or tablets and provide quantities (Attach quotes if available)	Description:
Justify the Exception (use specifics, not generalities or preferences to explain why and exception should be granted)	Justification:
Approved by Department/Local IT Support	Print Name:
	Signature:
Approved by Department Chair or Head	Print Name:
	Signature:
Approved by Dean or Vice President	Print Name:
	Signature:

NOTE: Adobe electronic signatures will be accepted for authorizations.