

UNT SYSTEM™

Office of Procurement

Purchasing Card Exception Request Form

Complete this form to request an exception to the transaction limit or to request an exception to purchase a restricted item or from a restricted vendor. Forms without sufficient justification will not be approved.

Cardholder Name:	Cardholder Department:	Last 4 digits of the PCard:
Dept/Proj/Grant ID:	Vendor name:	

Transaction Limit Exception Request

- Single Transaction Dollar Limit
- Monthly Transaction Dollar Limit

Increase to: |

Reason for Transaction Limit Increase:
(please include the amount requested)

Purchase Exception Request

- Restricted Vendor Exception
- Restricted Purchase Exception

Signature of Approver:

Date

PCard Admin Signature

Date

Comments: