BUSINESS SERVICE CENTER
UNT | SYSTEM
Shared Services. Shared Success.

Exception Request Form
Revised 06/2012

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.

Cardholder's Name:	Cardholder's 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

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

Increase to _____

☐ **Purchase Exception Request**

○ Restricted Vendor Exception
○ Restricted Purchase Exception

Reason for Exception Request:

Signature of Approver: _____   Date _____

☐ Approved   By PCard Program Coordinator _____   Date _____

☐ Approved   By Director of Purchasing _____   Date _____