

## PROCUREMENT CARD (P-CARD) EXCEPTION REQUEST

Cardholder/Custodian Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department Name: \_\_\_\_\_

Last Four Digits of the P-Card: \_\_\_\_\_ Net ID: \_\_\_\_\_

Vendor Name: \_\_\_\_\_ Estimated Amount: \_\_\_\_\_

Is the P-Card associated with a grant?      Yes      No      If yes, requires an OSP signature.

Detailed description of purchase (add additional pages if necessary):

Business purpose for the purchase (add additional pages if necessary):

The P-Card Exemption Form must be submitted at least 48 hours prior to the planned purchase and purchase completed within ten days of approval. Attach any additional documentation that supports this request.

Send this completed form to [p\\_card@txstate.edu](mailto:p_card@txstate.edu)

By requesting this exception, the undersigned account manager and the cardholder/custodian certify their knowledge of, and intent to follow, all Texas State University Policies and Procedures Statements related to this exemption request; as well as providing all documentation required to make the purchase. Further, the undersigned acknowledges their understanding that purchase must be in accordance with all applicable funding source requirements, and that the cardholder/custodian may be held personally liable for any expenditure that does not conform to applicable Federal, State, Local, TSUS Rules and Regulations and Texas State University Policies and Procedures Statements.

Cardholder/Custodian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OSP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROCUREMENT AND STRATEGIC SOURCING ONLY		
Approved		
Denied	<div style="border-bottom: 1px solid black; width: 100%;"></div> Approval/Denial Signature	<div style="border-bottom: 1px solid black; width: 100%;"></div> Date