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): IO _____

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

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: _____

UNIVERSITY PROCUREMENT SERVICES ONLY		
Approved Denied	_____ Approval/Denial Signature	_____ Date

Rev 11/2026