



UNT SYSTEM™

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.

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

Increase to

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

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