(check all that apply): Alcohol (list at least one approved discretionary fund with fund balance below) Flowers (list at least one approved discretionary fund with fund balance below) Gift Cards Other Approved discretionary Fund Code for alcohol or flowers Please describe below why the exception(s) is the meeded and business purpose full purchase Cardholder's Signature Printed Name Date Direct Supervisoror his/her designee of Principal Investigator Authorization I hereby authorize the exception(s) on the above listed purchasing card Printed Nantte/T Signature Date ExceptionsAuthorization I hereby authorize exceptions listed above be granted to the individual named above. Signature Printed NaniteeT Date PCard Manager use only Exception request Yes If yes, e-mail a copy to your campus requires PCard PCardAdministrator No Administrator intervention?

I am requesting a one time permission to purhase the following with my PCard

A copy of this approved request must be included with support documentation forthis purchase.