Agency #: \_\_\_\_\_\_\_\_\_\_ Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*\*\*By entering your name, you are certifying that all exceptions for every applicable cardholder have been included on the template below in accordance with CAPP Topic 20355*.**

Please complete this template and submit to DOA to request an exception to State charge card program policy. An exception to State policy is warranted only in cases involving unusual or extenuating circumstances. All information below is required in order for your exception to be considered. All exceptions must be approved by DOA. Exception requests must be submitted to DOA annually by May 31 preceding the fiscal year in which the request is proposed.

| **Cardholder Name(s)** | **Last 4 Digits of Card #(s)** | **Exception Requested**— Please indicate if this is an existing exception | **Reason for Exception** | **Internal Controls monitoring**  | **CAPP Manual Topic Related to Exception** | **Topic Section and Page Number of Policy Related to Exception** | **Request Date** | **Approved Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sally CardholderExample | 1234 | Allow Program Administrator to increase transaction limit up to $15,000. Existing Exception | To purchase computer hardware/software on existing state or university contracts.  | Purchases exceeding $5,000 are reviewed on a monthly basis. Advanced approval by Procurement management is required. PA will submit report to DOA any charges over $5,000 around the 1st of each month. PA will also conduct annual review for this cardholder. | 20355 | Purchase Limits p. 5 |  |  |
| Fred CardholderExample | 5678 | Allow cardholder to use the SPCC to make lodging arrangements.Existing Exception | So the cardholder can make lodging arrangements for guest/speakers and recruitment candidates for University positions. | PA will review request and require supporting documentation prior to lifting the restriction. Restrictions will not be lifted for individual employees in travel status. | 20355 | Card Use p.5 |  |  |
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