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| --- | --- | --- | --- | --- | --- | --- |
| **ACTION REQUESTED**  Authorize a purchase order  Charge an expenditure on an existing PCard | | | | | | |
| Amount: | |  | | |  | |
| Reason: | Contractual deadline Date: | | |  | |  |
|  | New Technology request in excess of $25,000 | | | | |  |
|  | Purchases related to Start Up commitments exceeding $25,000  Existing encumbrances greater than $25,000  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
|  | | |  | |  | |

**Please provide the following information:**

1. Why should this exception be considered?

1. What is the source to fund this expenditure? (Include chart field)

1. Describe briefly how suspending, delaying or freezing the requested action would negatively impact your ability to meet your business objectives.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  |  | |
| Requesting Name/Title/Department/College | | |  | Date | |
| Requestor Signature | | |  | Date | |
|  | | |  |  | |
| Approving VP/Dean Signature | | |  | Date | |
|  | | |  |  | |
| This action is: | Approved as requested | Approved with modifications | | | Disapproved |
|  | | |  |  | |
|  | | |  |  | |

Sr. Vice President Date