

P-CARD POLICY EXCEPTION NOTICE

(For use with purchasing card for purchases and travel expense transactions)

USE ONE NOTICE FOR EACH REQUESTED EXCEPTION

I, _____, am requesting a p-card policy exception for the following:

Transaction Date _____

Merchant / Vendor _____

Location of Charge _____

Amount \$ _____

Policy Exception:

Staff Meal / Entertainment: **(Divisional VP signature required)**

Provide attendee names and business purpose below.

Person(s) in Attendance:

Flight Upgrade /Insurance: **(Divisional VP and CFO signature required)**

Gift (Staff) / Gift Cards: **(Divisional VP and CFO signature required)**

Clothing: **(Divisional VP and CFO signature required)**

Other: **(Divisional VP and CFO signature required)**

Exception needed for: _____

Business Purpose of meal or expense:

*Please send this form in addition to the transaction receipt for required signatures and upload both forms to JP Morgan once approved.

I certify that the amounts shown above were expended for Bryant University business purposes.

Cardholder Signature _____ Date _____

Divisional VP Signature _____ Date _____

CFO Signature _____ Date _____