



MIDWESTERN STATE UNIVERSITY
Purchasing and Contract Management

P-Card Exception Approval Form
Submit by email (preferred) or by campus mail.

INSTRUCTIONS:

- 1. If an MCC is required, contact Purchasing @ ext. 4740.
2. If emailing form, send to mari.jackson@msutexas.edu.
3. Please submit any additional information to make an informed decision (quotes, emails, etc.). Failure to do so, may cause a delay in processing your request.
4. An email will be sent to cardholder when the exception is approved or disapproved.
5. Include a signed copy of exception with your transaction log.

Date:
Cardholder Name and Phone Number:
Department Name:
Charge Amount \$:
Vendor Name:
Last Six (6) Digits of Card Number:
Temporary increase: [] Single Transaction [] Monthly Limit
MCC if purchase was denied:

Provide a detailed explanation of this request:

Multiple horizontal lines for providing a detailed explanation of the request.

Cardholder Signature

Manager/Supervisor Signature

Purchasing Use Only:
[] Approved
[] Disapproved
Tracy Nichols, Director of Purchasing & Contract Management