



REQUEST FOR EXCEPTION TO EXPENDITURE POLICY DOLLAR LIMITS

This form must be completed to request an exception to the dollar limits outlined in the University's Expenditure Policy. Please complete one (1) form for each request and submit at least 48 hours prior to event.

Section 1: Employee Information

Employee Name: _____
Department: _____
College/Unit: _____

Section 2: Exception Requested

(check all boxes that apply)

- Business Meals Recruitment
 Entertainment Other _____

Explanation for Requested Exception *(limit 250 characters)*

Section 3: Signatures and Approvals

Employee Signature Date

Staff requests require Dean/VP signature below.

Approved
 Disapproved _____ _____
Signature of Dean/VP Date

Comments: _____

Exceptions for Dean/VP expenses require approval by Senior Vice President for Business and Finance.

Approved
 Disapproved _____ _____
Sr. Vice President for Business and Finance Date

Comments: _____