

EXCEPTION AGREEMENT FOR SPECIAL EVENT CARD PRIVILEGES

Procard transactions for those commodities considered restricted (except as provided for with Special Event Card privileges) are for official University function purposes only and must be in accordance with the University of Texas at San Antonio Purchasing and Distribution Services Department Procard Guidelines. Only funds that allow the type of purchase contemplated herein will be used to reallocate the charges.

Cardholder Name: _____

Department: _____

Phone Number: _____

Define Account Code (M&O Acct. #): _____

Please explain the reason for your request (detail what you anticipate purchasing and how often):

Please explain how your area is impacted if the Special Event Card privileges are not granted:

Cardholder Signature: _____

Department Head Name: _____ Extension: _____

Department Head Signature: _____ Date: _____

For Procard Compliance Office Use	
Approved: _____	Yes _____ No _____
Signed: _____	