

EXCEPTION AGREEMENT FOR SPECIAL EVENT CARD PRIVILEGES

Procard transactions for commodities considered restricted (except as provided for Special Event 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 and Financial Affairs Business Related Hospitality and Entertainment Expenditures Guidelines.

Please print clearly:

Cardholder Name		EID:
Department Name		EXT.
DEFINE Official Occasion Account Number for Special Event Type Purchases		

Do both the procard holder and DEFINE VP7 Electronic Signer on the departmental account have a full understanding of the UTSA policy on Hospitality and Entertainment Expenses (Section 2.6.4, Financial Mgmt. Operational Guidelines) located at <http://www.utsa.edu/financialaffairs/opguidelines/2.6.4.html>? Yes ___ No ___

1. Please explain why your department is required (as part of its departmental duties) to secure entertainment-related goods/services, provide a description of the entertainment-related goods/services the department is required to purchase, and indicate the frequency of these purchases.

2. Please explain why your department will suffer a significant negative impact if the department is forced to secure the purchases described above with purchasing methods other than a Procard. (i.e. what impact will occur if the purchases are completed with purchase orders?)

Cardholder Signature _____

Department Head Name (PRINT) _____ Ext. _____

Department Head Signature _____ Date _____

For Procard Compliance Office Use Only

Approved:

PDS Director Signature _____ Date _____

Director of Financial Services & University Bursar Signature _____ Date _____