

Pittsburg State University
Policy Exception Request Form

To be completed by the Transaction Owner (individual who made the transaction/cardholder):

GUS CloudTransaction #:		Transaction Amount:	
Exception Type (Check all that apply):			
<input type="checkbox"/> Pcard Transaction <input type="checkbox"/> Cash Reimbursement (Employee) <input type="checkbox"/> Invoice Payment (Non-employee)			
<input type="checkbox"/> Lost Receipt (Additional info required below) <input type="checkbox"/> Sales Tax Exemption Violation			
Justification for exception:			
Explain how exception will be avoided in the future:			
Lost Receipt Information			
Reason Missing:		Description of Purchase:	
Vendor Name:			
Transaction Date:			

Transaction Owner	Department Manager
I request an exception as described above	I agree with the request for this exception
_____ <small>Signature</small>	_____ <small>Signature</small>
_____ <small>Date</small>	_____ <small>Date</small>

-----Business Office Use Only-----

To be completed by the exception approver:

Select the policy for which an exception is requested:			
<input type="checkbox"/> State of Kansas Policy <input type="checkbox"/> Pittsburg State University Policy <input type="checkbox"/> Pittsburg State University Foundation Policy <input type="checkbox"/> Pittsburg State University Athletics Policy <input type="checkbox"/> Other _____			
<input type="checkbox"/> Exception Denied	<input type="checkbox"/> Exception Approved	<input type="checkbox"/> Exception Approved with Alternate Funding	<input type="checkbox"/> Already Repaid by Employee
Comments:			
Signature			Date