

Purchase Card Lift and Exception Form

Occasionally circumstances may warrant special consideration outside of the normal policies governing the use of the purchase card (p-card). In such instances, an increase or exception may be granted.

Use of the p-card must be for legitimate business purposes only, as authorized through and compliant with procurement and contracting requirements. Card purchases must align with Virginia Tech University and State of Virginia’s procurement requirements.

P-card Holder Name _____	Purchase Amount _____
P-card Approver Name _____	Org Number _____
Department Name _____	Date _____

Supplier name and detailed description of purchase:

Justification for using the p-card for this purchase:

Select all that apply:

- I confirmed that the supplier will not accept a purchase order (PO).
- I am unable to make this purchase with a supplier that will accept a PO.
- This purchase is not for telecommunication devices, equipment, or services.
- This purchase will result in a fixed asset.
- This purchase will be federally funded.
- This request is to purchase mass transit more than ninety (90) days in advance, or for travel-related expenses. I have included cost-savings documentation and obtained the Travel Supervisors’ approval for this request.

Cardholder Signature _____

Department Head Signature _____

Shared Services Approval Signature _____

Travel Supervisor Signature _____

Note: Ink or Certified Digital Signatures are Required.

Please allow up to forty-eight (48) hours for your request to be processed before inquiring on the status. Include any documentation that supports this request (examples: quotes, cost savings comparison, etc.). By approving this form, you are indicating that you understand that the Terms and Conditions associated with purchase orders will not apply to this purchase. If approval is based on funding, the department agrees that they are responsible for ensuring the purchase is moved to the appropriate funding source. **Send completed form to purchasecard@vt.edu**