

Pcard Lift/Exception Form

Occasionally circumstances may warrant special consideration outside of the normal policies governing the use of the Procurement Card (Pcard). In such instances, an increase or exception may be granted.

Use of the Pcard 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 the State of Virginia's procurement requirements.

Pcard Holder Name: _____ Total Purchase Amount: ____
Pcard Approver Name: _____ Org: _____
Department Name: _____ Date: ____
Supplier Name and detailed description of purchase: _____

Justification for using the Pcard for this purchase:

Check all that apply:

- ☐ I confirmed that the supplier will not accept a 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 90 days in advance, or for travel related expenses. I have included cost savings documentation and obtained the Travel Supervisor's approval for this request.

Cardholder Signature: _____

Department Head Signature: _____

Shared Services Approval Signature: _____

Travel Supervisor Signature: _____

(Ink or Certified Digital Signatures are required) 1

Please allow up to 48 hours for your request to be processed, before inquiring on the status. Include any documentation that supports this request (i.e., quotes, cost savings comparison, etc.). By approving this form, you are indicating that you understand that the Terms & Conditions associated with purchase orders will not apply to this purchase. If approval is based on funding, the department agrees that they are responsible to ensure the purchase is moved to the appropriate funding source.

Send completed form to purchasecard@vt.edu

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