

## Pcard Lift/Exception Request

Cardholder Name (as printed on card):

Cardholder Department:

Department Org:

Vendor Name:

Detailed Item(s) Description/Quantity:

Total Purchase Amount:

Justification for Lift/Exception:

Will this purchase result in the acquisition of a fixed asset?

Approver's Name:

*(Approver must be on the Signature Card for your Pcard default fund)*

In the case of Shared Service Center, list final fund approver:

***\*If a temporary lift/exception is approved it is only for the specific, approved purchase.***