

## Pcard Lift/Exception Request

Cardholder Name (as printed on card):

Cardholder Department:

Department Org:

Vendor Name:

Vendor City (required for software):

Vendor State (required for software):

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 Printed Name & Signature

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

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

**You must include your ServiceNow low-cost, low-risk approval  
for software requests.**

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