

P-Card Exception Request

Note: Exceptions may only be considered for review prior to the purchase/transaction being transacted. Post purchase exception requests will not be processed.

Instructions:

The original form must be completed and forwarded to the Department Card Manager (DCM) for processing and retention. The DCM will scan and email to cco@uillinois.edu the completed form to UPAY Card Services for processing.

For questions please call UPAY Customer Services at 217-333-6583 or 888-872-9953.

Date _____ Org Code: _____

Department Name _____

Department Contact _____

Campus Address _____

City _____ State _____ Zip Code _____ MailCode _____

Phone Number _____ Fax Number _____ Email _____

Provide a description of the P-Card exception that is being requested. Include as much information as possible including the type of purchase, the amount and the reason that the exception is needed. Attach an additional sheet for comments and backup documentation if needed. (Field length is limited to the visible area - approximately 1500 characters.)

Approvals: (Approval of the Department Head is required for all exception requests.)

Cardholder UIN _____

Name (Print) _____ Signature _____ Date _____

Department Card Manager UIN _____

Name (Print) _____ Signature _____ Date _____

Department Head UIN _____

Name (Print) _____ Signature _____ Date _____

OBFS Approvals (OBFS use only)

OBFS Name (Print) _____ Signature _____ Date _____

OBFS Name (Print) _____ Signature _____ Date _____

OBFS Name (Print) _____ Signature _____ Date _____