P Card Services

P-Card Violations Exceptions Policy

It is imperative that cardholders comply with all University policies, procedures, standards and guidelines. Occasionally, circumstances may warrant special consideration outside of the normal policies governing the use of the Purchasing Card, the awarding of violation points, participation in additional training, and/or the termination of P-card privileges. In such instances, an exception to the P-card Violations Policy may be approved by the Associate Director for Purchasing Card Services or the Director of Procurement Services. The following conditions will apply to any exception granted:

- Exceptions cannot be granted to rules that are based on federal or state law.
- Cardholders may make requests for exceptions at any time. However, these requests must be submitted in writing and authorized by the Approving Official (and in some cases the next higher administrator). Purchasing Card Services will review the requests on a case by case basis and provide written approval.
- Unless otherwise stated, approval will only apply to the current situation and may not automatically apply in future instances.
- In some cases, Purchasing Card Services may choose to grant an exception due to situations where there is no written procedure or where extenuating circumstances must be considered.
- Since policies and regulations may be updated at any time, a history of past approved exceptions may not dictate that similar requests will be allowed in the future.