



REQUEST FOR EXCEPTION TO
SOUTHEASTERN'S P-CARD
POLICY/PROCEDURES

Date of Request: _____

Department: _____

Purchase Category: _____

Requested by: _____

Please state the justification for the requested exception:

Please specify the time period for which you are requesting the exception:

___ Permanently
___ From _____ 20___ to _____ 20___
___ One-time exception

Requester Signature

Date

This request is hereby: ___ Approved ___ Denied

Director of Purchasing

Date