



**Sam Houston State University**  
*A Member of The Texas State University System*  
**Procurement and Business Services**

**P-Card Exception Approval Form**

**Department Name:** \_\_\_\_\_

**Last 4 Digits of Card #:** \_\_\_\_\_

**Transaction Date:** \_\_\_\_\_

**Transaction Amount:** \_\_\_\_\_

**Exception Requested by:** \_\_\_\_\_  
(Delegate's Name)

**Department Head Approval:** \_\_\_\_\_  
Signature

**P-Card Administrator Approval:** \_\_\_\_\_  
Signature

**Provide in detail an explanation of the exception requested associated with this P-Card purchase:**

\_\_\_\_\_  
Delegate's Signature

**Instructions:**

This form should be completed for any p-card exceptions. Add additional pages if needed and attach. This form and all documentation should be faxed or emailed to the P-Card Administrator for approval before the transaction is made.