

P-Card Prohibited Purchases Exception Form



DREXEL UNIVERSITY
**Procurement
Services**

| | | | |
|---------------------------|--|---------------------|--|
| P-Card Holder Name | | Phone # | |
| Department | | Request Date | |

| | |
|--|--|
| Prohibited Purchase Type | |
| Estimated Purchase Cost | |
| Justification for P-Card Purchase | |

Signatures

| | | | |
|--------------------------------------|--|-------------|--|
| P-Card Holder | | Date | |
| P-Card Approver | | Date | |
| Procurement Services | | Date | |
| Procurement Services Feedback | | | |

*All exception forms must be signed by P-Card Holder and Approver prior to submission to Procurement

*Completed forms should be sent to pcard@drexel.edu & sourcing@drexel.edu for review and approval

*Please allow for **2** business days for form review and feedback

*Fully-approved forms should be attached to reconciliation for audit purposes