

P-Card Prohibited Purchases Exception Form



DREXEL UNIVERSITY
**Procurement
Services**

P-Card Holder Name		Phone #	
Department		Request Date	

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

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

*Completed forms should be sent to TandE@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