

Financial Transaction Exception Form

Policy

Deans, vice presidents and designees have the authority to approve, **on an occasional, non-recurring basis**, exceptions to university expenditure and travel policies. Exception examples include the following:

Expenditures

- Exceptions to dollar limits for business meals and entertainment expenses.
- Exceptions to the requirement to obtain original itemized receipts.
- After-the-fact purchase orders.
- Non-contract office supply, shipping and beverage purchases.

Travel

- Exceptions to the requirement to obtain original itemized receipts.
- Request for reimbursement submitted > 90 days.
- Exceptions to the requirement for prior approval for university business travel.

An exception to the University travel or expenditure policy is requested on behalf of:

(Name)

Exception List:

Vendor Name:

If Travel, T Number:

If eRequest, PR Number:

Org Number:

Additional Information

Please provide additional information to support this exception request.

Explaining why the policy was not followed and how requests will be avoided in the future.

I have been informed of the University Travel and Expenditures policies and understand that a request for exception does not guarantee approval. I understand that the exception will be logged by the College and will be reviewed by Internal Audit.

Requestor

Signature: _____

Date: _____

Dept./Unit Business Manager

Approval: _____

Date: _____

Dept. Chair/Unit Director

Approval: _____

Date: _____

College

Approval: _____

Date: _____



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES