

Procurement Exception Sheet

Last Six Digits of Credit Card: _____

Cardholder/Purchaser's Name: _____

Department Name: _____

Vendor Name: _____

Transaction Date: _____

<u>Description of Item</u>	<u>Quantity</u>	<u>Price</u>	<u>Total Cost</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Shipping & Handling Charges			_____
Total of Purchase			\$ _____

Justification of Hospitality: _____

Justification for Lack of Itemized Receipt: _____

Signature of Cardholder/Budget Officer: _____

Date: _____