Purchasing Card Waiver Form

To be completed by cardholder and approved prior to purchase.
This form is to be used when goods, services or travel on the Restricted Uses List may be required by the cardholder.

Cardholder Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
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<td>Account</td>
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Use of federal funds requires the signature of Sponsored Projects Administration

Last four digits of Pcard to be used ___ ___ ___ ___

I hereby request that a waiver be approved for the following listed goods, services or travel:

Goods/Services

Name of employee(s)

Business Use

Estimated Amount

Dates of use

Location of use

Name of Business

By signing below, you acknowledge and agree that any goods, services or travel listed on the Restricted Uses List must be pre-approved by the Director of Purchasing. This pre-approval is only valid for the goods, services or travel and dates listed above. Any purchases of goods, services or travel outside of these dates must again be pre-approved.

Signature of Cardholder

Date

Signature of Cardholder’s Supervisor/Department Head/Director

Date

Sponsored Projects Administration

Date

Purchasing

Date

Please obtain all required signatures (except for Purchasing) before submitting to the Purchasing Services Office, Brown Hall, Rm 114. For non-employee or student travel a list of all individuals should be attached to this form.