



Exception Explanation Form

- Deans and Vice Presidents have the authority to approve, **on an occasional, non-recurring basis**, exceptions to University Policies.
- An exception to University Policies may be requested by the end user for a Requisition, Spend Authorization and Expense Reports. The exception is marked on the transaction in Workday.
- Submitting an exception request, does not in any way guarantee it will be approved by COE Leadership.

An exception to the University Policies is requested on behalf of (First Name Last Name):

Transaction ID (ex. SA#, ER#, RQ#)

Please select the exception reason(s):

☐ After the Fact

☐ 60 Days

☐ More than 2X GSA Rate

☐ T&Cs Not Agreed

☐ Missing Itemized Receipt

☐ Missing Cost Comparison

☐ Tax

☐ Other (provide details)

Please provide additional information to support this exception request; explaining why the policy was not followed and how exception requests will be avoided in the future.

I have been informed of the University Policies and I understand that the exception, if granted will be logged by the College and will be reviewed by Internal Audit.

Requester Signature: _____

Date: _____

Business Manager Approval: _____

Date: _____

Unit Leader Approval: _____

Date: _____