Indiana University

FMS - Procurement Card Processing

Exception to Policy Form

Cardholder Name \_ Statement Date

Department \_ \_P-card ([**unique identifier**](http://www.indiana.edu/%7Epurchase/pcard/pcard.shtml#unique)) #

Transaction Description Trans. Date\_ Amount\_ \_

(Use the description on the statement)

Nature of the Issue Receipt Tax Other

(Mark one)

Description of the Issue (include detailed itemization if issue is receipt)

Good Faith Effort Made to Resolve the Issue (document communication and any FIS document number (e.g. CR for reimbursements, PCDO for tax refund)

Required Signatures:

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Card Holder’s Signature – Date Fiscal Officer Signature – Date

Dean/Director Signature - Date

Revised July 31, 2008 (cas)