

UNIVERSITY OF KENTUCKY
REQUEST FOR EXCEPTION TO BUSINESS PROCEDURES

- 1. For complete instructions, refer to Business Procedures Manual Section E-1-2 prior to requesting an exception.
2. Exceptions cannot be granted for laws, contract provisions, or restrictions imposed by donors and sponsors.
3. Fill out form completely, attach documentation, and obtain required signature(s). Examples of documentation: procurement card receipts, purchase receipts, Concur expense reports, JV's, etc.
4. Email form to: UFS@uky.edu .

Date: Request for: Exception Blanket Exception*
Department Name: Department #:
Amount Requested

Exception is requested for the following policy (check all that apply):

- 1. Travel related (BPM E-5-1) (describe below) Traveler Name
- If requesting an exception for international airfare purchased through an alternate vendor, include a valid cost comparison with your documentation. For information on cost comparisons, visit here.
2. Checks must be mailed (if check pick-up is requested, include the person's name who will pick it up in the justification)
3. Misuse of the Procard (such as using for restricted commodity or not obtaining/missing receipt). Please include copy of procard receipt (if available) for all procard related requests. (describe below)
4. Other (describe below)

Justification for Request (explain what policy this is for/why exception should be granted/why policy was not followed):

[Empty box for justification text]

- a) Include copies of Concur travel expense reports and all documentation when requesting exception after travel has occurred.
b) If requesting approval for a preventable situation, include department procedures put into place to prevent a recurrence.

Contact Information:

Name:
Email Address: Phone Number:

Approval(s):

Traveler signature: (printed) Date:
Proc card Owner signature: (printed) Date:
Business Officer signature: (printed) Date:
Administrative, Provost, EVPHA or EVPFA (when required): Date:
University Financial Services: Date:

*Blanket exceptions expire at the end of the fiscal year in which they are granted.