


Concur – Exceptions on Procurement Card

On rare and unique occasion exceptions to policy may be approved to allow expenditures to be processed on procurement card. These transactions that would typically not be allowable on procurement card must follow all documentation and accounting procedures noted below to maintain compliance.

Required Procedures to maintain compliance

Documentation:	<p>All supporting documentation must be attached to the receipts section in the Concur Expense system. Support must include documented approval from either the Central Purchasing Office or University Financial Services. Most common approval would be granted via email from the Purchasing Department prior to the purchase being conducted.</p>
Accounting:	<p>Not all General Ledger (GL) codes are included in the Concur Expense System. As the transaction is a unique exception, the applicable expense type will typically not be available to charge. If the appropriate GL is available, then use that code to correctly recognize the expense type. If the appropriate GL code is not available, then select the expense type "Exception Purchase" at the entry form level to charge the Exception GL Code 540364 specifically created for this instance. Immediately after submitting your Concur Expense report and the transaction has posted in SAP, the user must process a journal voucher to identify the correct GL Code.</p> <div data-bbox="521 1625 1442 1881"><p>The screenshot shows a software interface with two tabs: 'Details' and 'Itemizations'. Below the tabs is a button labeled 'Allocate'. Underneath is a dropdown menu for 'Expense Type *' with 'Exception Purchase' selected. A red asterisk indicates a required field.</p></div>