



Exception Approval Form

An exception to an OSU Travel or Expenditure policy is requested by _____
(Name)

The reason for this exception request is as follows:

- Expenditure Policy 4.11 not followed
 - Pre-approval not secured
 - Other _____
- Purchasing Policy 2.21 not followed
 - After-the-fact purchase order
 - Non-contract vendor utilized for goods under mandated use contract
 - Other _____
- Travel Policy 2.11 not followed
 - No pre-approval on file
 - Reimbursement not requested within 90 days of the trip
- Other _____

Please provide additional information to support this exception request explaining why the policy was not followed.

How will such exception requests be avoided in the future?

I have been informed of OSU Purchasing/Travel and/or Expenditure policies and understand that this is being approved as an **exception** and I will not request additional exceptions for this same infraction. Per OSU policy this request will be logged in the College exception log which is reviewed annually by the University's Office of Internal Audit.

Signature

Date

Phone

Approvals:

Signature: School/Department Fiscal Officer (and Service Center Lead, if applicable)

Date

Signature: School Director/Department Chair

Date

Approved Disapproved

Signature: Cheryl Achterberg, Dean

Date