



MIDWESTERN  
STATE UNIVERSITY

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## P-Card Exception-Approval Form

Submit by email (preferred) or by campus mail

### INSTRUCTIONS:

1. If an MCC is required, contact Purchasing @ X4740.
2. If emailing form, send to [pcards@msutexas.edu](mailto:pcards@msutexas.edu)
3. Please submit any additional information in order to make a more informed decision (quotes, emails, etc.) **Failure to do so may cause a delay in processing your request.**
4. An email will be sent to the cardholder when the exception is approved/disapproved.
5. Include a signed copy of exception with your Transaction Log.

Date:	
Cardholder Name & Phone Number:	
Department Name:	
Last 6 Digits of Card Number:	
Vendor Name:	
Charge Amount:	
MCC if purchase was denied:	

Temporary Increase:      ☐ Single Transaction      ☐ Monthly Limit

### **Provide a detailed explanation for the request:**


Cardholder Signature	Manager/Supervisor Signature

### **Purchasing Use Only:**

- ☐ Approved  
☐ Disapproved

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Tracy Nichols, Director of Purchasing & Contract Management