

CCA EXCEPTION REQUEST

Agency #: _____

Fiscal Year: _____

Agency Name: _____

Requestor Name: _____ Email: _____ Phone: _____

Please complete this template and submit to DOA to request an exception to State charge card program policy. An exception to State policy is warranted only in cases involving unusual or extenuating circumstances. All information below is required in order for your exception to be considered. All exceptions must be approved by DOA. Exception requests must be submitted to DOA annually by May 31 preceding the fiscal year in which the request is proposed.

Cardholder Name(s)	Last 4 Digits of Card #(s)	Exception Requested — Please indicate if this is an existing exception	Reason for Exception	Internal Controls monitoring	CAPP Manual Topic Related to Exception	Topic Section and Page Number of Policy Related to Exception	Request Date	Approved Date
Sally Cardholder	1234	Allow Program Administrator to increase transaction limit up to \$15,000. Existing Exception	To purchase computer hardware/software on existing state or university contracts.	Purchases exceeding \$5,000 are reviewed on a monthly basis. Advanced approval by Procurement management is required. PA will submit report to DOA any charges over \$5,000 around the 1 st of each month. PA will also conduct annual review for this cardholder.	20355	Purchase Limits p. 5		
Example								

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Fred Cardholder Example	5678	Allow cardholder to use the SPCC to make lodging arrangements. Existing Exception	So the cardholder can make lodging arrangements for guest/speakers and recruitment candidates for University positions.	PA will review request and require supporting documentation prior to lifting the restriction. Restrictions will not be lifted for individual employees in travel status.	20355	Card Use p.5		

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