



Agency request for an exception to a specific procedure in the [State of Oklahoma Policy and Procedures for Purchase Card](#) issued by the Office of Management and Enterprise Services.

Forms submitted with missing information will be returned to the agency P-card administrator for correction.

GENERAL INFORMATION

Agency name		Agency #
Name of cardholder to make payment (if applicable)	Phone	Last 4 digits of card # (if applicable)
Single transaction amount (if applicable)	Blocked MCC (if applicable)	
Agency appointing authority	Agency P-card administrator	

EXCEPTION REQUEST INFORMATION

Describe exception requested and justification for need (if necessary, attach additional page on agency letterhead):

Cite specific paragraph(s) of the State of Oklahoma Policy and Procedures for Purchase Card for your requested exception:

Please specify the time period for which you are requesting the exception (not to exceed 12 months).

From: _____ To: _____

SIGNATURES

The undersigned, duly authorized to sign on behalf of the state entity named herein, for the purpose of requesting an exception to the above referenced procedures, does hereby affirm that the requested exception is necessary. Further, in the event this exception is approved, I understand it does not relieve said state entity of its legal responsibility to comply with all applicable laws and administrative rules.

Signature of agency appointing authority	Date
Signature of agency P-card administrator	Date

THIS REQUEST IS HEREBY: Approved Denied

For the period of

From: _____ To: _____

Comments

Authorized approver	Date
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