

Disbursements Office

This form is to be used to obtain the proper authorization to purchase something normally prohibited on the University issued Cards. A separate form must be completed for EACH card. When the form is completed please scan & email to Disbursements@ferris.edu or fax to X-3902.

SECTION A (Card Information)

Name as it appears on card: _____

Last four digits of card number: _____

SECTION B (Exception Description)

What is it that you are requesting to purchase with your Card?

Is this a one-time purchase? Yes No Expiration Date: _____

If no, how often will you be using your Card for these types of purchases? *This form will be applicable for one Fiscal Year (July 1st – June 30th) and must be renewed and resubmitted at the beginning of every Fiscal Year.*

Justification/description of exception:

SECTION C (Signatures)

Cardholder (Please print): _____ Date: _____

Cardholder Signature: _____ Date: _____

Account Manager/Dean Approval (Please Print) _____

Account Manager/Dean Approval Signature: _____ Date: _____

For Disbursements Office Use Only

Purchasing Approval _____ Disbursements Approval _____ Date _____