Eberly College of Arts & Sciences

Procurement Exception Sheet

Last Six Digits of Credit Card:_____

Cardholder/Purchaser's Name:_____

Department Name:_____

Vendor Name:_____

Transaction Date:_____

Description of Item	Quantity	Price	Total Cost
			$
			$
			$
			$
			$
			$
			$
			$
			$

Shipping & Handling Charges _____

Total Purchase $_____

Justification of hospitality:_____

_____

_____

Justification for lack of itemized receipt:_____

_____

_____

Signature of Card Holder/ Budget Officer:_____Date:_____