



Step	Action
1	The Pcard Guide lists certain types of purchases on the No list because those expenses may need additional approvals, may only be allowable under certain circumstances, or may only be allowable on certain funds. If an expense is on the No list, it should be processed by means other than a Pcard.
2	<p>However, sometimes a vendor will only accept a credit card for payment or there is a rush on the purchase where the payment needs to be made immediately. In these situations, an exception to purchase something on the No list may be requested.</p> <p>Hint: Exceptions will not be processed simply due to the convenience of paying with a credit card. There must be a valid business reason to go through the exception process.</p>
3	To request an exception on the Pcard, please send the details of the situation to the Pcard Team (Pcard@ou.edu or Pcard@ouhsc.edu).
4	<p>At a minimum, the request will need to detail:</p> <ol style="list-style-type: none"> 1. If the purchase is a one-time charge or an annual/continual charge. 2. The amount, either one-time or the expected annual amount. 3. Business purpose. 4. The cardholder. 5. The vendor's name, website, or a copy of the invoice. 6. If the vendor is foreign or domestic. <ol style="list-style-type: none"> a. If the vendor is foreign, a copy of the vendor's W8 must accompany the exception request.
5	Depending on what is being purchased, the chartfield spread may be requested, or for items being given away, the types of recipients (students, staff, visitors, etc.) may be needed.
6	Once the necessary information is obtained, the request will be sent on for the additional approvals needed for that particular request. Those approvals could include authorization from MarComm , Purchasing , Grants , ReFS , etc.
7	Exception requests for gift cards will need to follow the policies and procedures applicable to each campus. Please note that the requests may include additional forms or reconciliation documents.
8	<p>Exception requests for software will either need to provide an approved GRC security assessment or authorization from IT that a security assessment is not needed.</p> <p>Note: Category A and Category C software purchases must be entered on a requisition due to the type of data being transmitted.</p>
9	If an exception request is denied, the cardholder will be informed why and will be given guidance on how best to proceed with the purchase.
10	If an exception request is approved, it will either be approved for a one-time purchase or will be approved for a year. The Pcard office cannot issue exceptions for a period longer than a year.
11	If approved for a year, the end date will be given, and a month before the exception expires, the cardholder will be contacted by the Pcard Team to see if the exception needs to be extended for another year.
12	After the approval is given, if anything with the exception changes (amount, cardholder, dates, etc.), the Pcard Team will need to be informed to document the changes, and possibly have the exception reapproved.



13	When an exception is approved, the cardholder will be given a formal exception number for their purchase(s). This exception number needs to be noted in PeopleSoft when reconciling charges. This includes noting the number for every applicable charge, even if there are multiple transactions. Failure to properly note an exception number may result in your charge being audited and additional documentation for the charge requested.
14	If an exception is no longer needed, the cardholder can email the Pcard Team to have the exception ended. The exception can also be ended during the renewal process.