

Accounts Payable Exception Request

Purchaser's Name: _____

Purchaser's Signature: _____ Date: _____

Policy Exception(s)

Select up to 3 from drop downs

Reason for Exception Request - Please explain *why* the policy exception(s) occurred:

I approve the exception(s) to San Diego State University's policy as documented above:

Print Name
(Associate Vice President or Dean)

Signature

Date