

Request for Exception to UI Purchasing Card Policy for Essential Auto Renewal Expenses

The Policy for allowing automatic renewal payments on the purchase card has not changed. The intent of this form is to request an exception prior to the cardholder initiating an automatic agreement authorizing future transactions for the purchase of goods or services provided at regular intervals in which the vendor retains the purchasing card number. The form is not intended for after-the-fact approval of unallowable purchases.

Approve automatic renewal charges under the following criteria:

1. The college/division must request an exception through the Controller's Office. Please send the exceptions to Accounts Payable Manager for approval.

2. As part of the request, the college/division must agree to:
 - a. Card Account: Only use a purchasing card in the college/division for all such charges, and this must be a card account that is reconciled by college/division staff and not only the cardholder.
Please describe your procedure for this requirement.

 - b. Contact Information: Provide the service provider with a central email and phone number that will ensure receipt and response regardless of turnover in the cardholder's position
Please describe your procedure for this requirement.

 - c. Acknowledgement that by approving an automatic renewal purchase of this nature on a university purchasing card, the college/division will be responsible for ensuring that services will be cancelled through the service provider when needed and that US Bank will not honor disputes of ongoing service charges unless cancelation has occurred.

3. The approved form will need to be uploaded to the Chrome River report when charges are submitted (every time) to ensure that the Accounts Payable staff recognize that an exception has been granted.

Vendor Name: _____

Service Purchased: _____

The reason why the exception is requested:

Requester Name: _____

Requester Department: _____

Requester E-mail: _____

Check the box and sign below to attest that this transaction meets the above requirements

Requester Signature: _____ Date: _____

Approved by College/Divison Fiscal Officer (Signature): _____ Date: _____

Approved by Controller or Designee (Signature): _____ Date: _____