

GRAYSON COLLEGE EMBURSE CARD EXCEPTION FORM

This form is required for any Emburse transaction where an exception has occurred. NOTE: exceptions could result in revocation of the College credit card.

INFORMATION:

CARDHOLDER NAME

DEPARTMENT NAME

APPROVER NAME

TODAY'S DATE

MERCHANT NAME

TRANSACTION AMOUNT

TRANSACTION DATE

TYPE OF EXCEPTIONS:

The following Grayson College exception has been found in reference to the above transaction.

Personal Purchase

Sales Tax

Split Purchase

Non-Compliance – Please explain below
(See Cardholder and Approver Handbooks)

Lack of Documentation
(Lost or Unavailable Transaction Documentation form must be
completed)

Inappropriate Purchase – Please explain below
(See Cardholder and Approver Handbooks)

CARDHOLDER EXPLANATION: Explain why this purchase was made on a College credit card and information on what has been done to correct the situation. Attached additional sheet, if necessary.

APPROVER DETERMINATION, CERTIFICATION SIGNATURE, ACTION:

Mark the appropriate category and take the actions listed. (Instructions for making the determination are on the next page.)

I HAVE DETERMINED THAT THE ABOVE TRANSACTION IS AN EXCEPTION OF THE GRAYSON COLLEGE POLICIES AND I HAVE WARNED THE CARDHOLDER THROUGH THE USE OF THIS FORM.

DO NOT REVOKE CARD

Actions:

1. Obtain the cardholder's signature on this form
2. Attach this form to the charge in Chrome River
3. Keep a copy of this completed form with the Cardholder's statement
4. Give a copy of this form to the Cardholder

REVOKE CARD

Actions:

1. Obtain the Cardholder's signature on this form.
2. Send the original of this completed form, along with the documentation for the above transaction to Attn. Business Services, 6101 Grayson Drive, Denison, TX 75020.
3. You or your reallocator must log the transaction as a violation in the PCARD system.
4. Keep a copy of this completed form with the Cardholder's statement
5. Give a copy of this form to the Cardholder.
6. Retrieve the card from the Cardholder and give to HR
7. Notify Accounts Payable that the card has been revoked to initiate card cancellation with the bank.

APPROVER SIGNATURE

DATE

CARDHOLDER CERTIFICATION SIGNATURE: I acknowledge that the above is in exception to the Grayson College policies and that I have received a copy of this form.

CARDHOLDER SIGNATURE

DATE