



REQUEST FOR SPENDING FREEZE EXCEPTION

PUR-215

Request Date: _____ **Department:** _____

As outlined in the State Fiscal Year Spending Freeze and Year-End Deadlines & Instructions memo, the University has instituted a spending freeze for all funds except for Grant Funds, STEP Grand Funds, Professorship Funds, Start-Up Funds and Cost Share Funds. A full list of exempted items can be found in the Year-End Deadlines & Instructions memo. Exceptions to this spending freeze will be granted for items deemed necessary for supporting the University's core functions of instruction, research, and public service. Written justification and approval from the Vice President for Administration and Finance is required via the form below. This form must be included as part of support cost documentation for each transaction.

Please indicate the exemption category that applies:

- Essential to the mission and the continued operation of the University's core functions
- Related to health/life safety issues
- Necessary to remain compliant with state and federal laws or regulations
- Necessary for continuation of research

Please provide a written justification for the purchase:

Funding:

Fund	Organization	Account	Program	Activity (If Applicable)	Amount

I certify that this purchase is essential to the continued operation of the department.

	Signature	Printed Name	Title	Date
Requestor				

Approval Status () APPROVE () DISAPPROVE

Assistant Vice President for Administration & Finance		
	Signature	Date