



REQUEST FOR PURCHASING AND LACARTE EXCEPTION

PUR-216

Request Date: _____ **Department:** _____

As outlined in the memo from the Vice President of Administration & Finance, Jerry LeBlanc, the University has instituted LaCarte restrictions for all funds except for Grant Funds. Exceptions to these restrictions will be granted for the use of LaCarte 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 in Chrome River as part of support cost documentation for each transaction.

Please verify that you have attached the following:

1. Item description and business purpose
2. Cost estimate/quote
3. Vendor information
4. Account number to be charged (below)
5. Funding source documentation
6. Justification for necessity

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

Department Head/ Director/Supervisor		
	Signature	Date

Approval Status: APPROVE DISAPPROVE

Comptroller		
	Signature	Date