

**Cardholder Information**

Cardholder Name: \_\_\_\_\_ Last 4 Digits of Card Number: \_\_\_\_\_

Department: \_\_\_\_\_ Budget Code(s): \_\_\_\_\_

- Permanent Exception
- Temporary Exception (Dates - From: \_\_\_\_\_ To: \_\_\_\_\_)

**Purchase Information**

Estimated Date of Purchase	Estimated Dollar Amount (\$)	Reason for Purchase/Justification	Restriction Lifted <small>(Completed by PA)</small>

**Certification Statement**

I certify by my signature below my understanding of the appropriate use of the exception and:

- SPCC shall not be used to pay for other business travel expenses, including but not limited to car rental, checked baggage fees, shuttles or taxi services.
- Accounts Payable has verified that any above-referenced hotel charges and/or food purchases follow the Commonwealth of Virginia's current per diem guidelines.
- Payment validation of the above expenditure is the cardholder and supervisor's full responsibility that begins upon presenting the SPCC for payment through posting of the payment to the charge card account. The validation process ensures the following: the authorized amount has been paid and posted by the vendor, payment does not exceed the assigned single transaction limit on the SPCC, and a split payment has not been authorized to fulfill the payment obligation.
- Any noncompliance with the use of this charge card exception will result in suspension of the assigned SPCC for a minimum of 90 days.

Signature of Cardholder: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor (print name): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed and signed form to the Charge Card Program Administrator:

Ersalyn N. Arrington  
Procurement Services  
H.B. Wilson Hall, Suite 150  
Email: enarrington@nsu.edu  
Faxnumber: 757-823-8975