Credit Card Exception Request Form

University of San Diego – Torero Travel and Expense
Updated May 2023

Please email completed form to **onecardadmin@sandiego.edu** or request a Docusign form.

Important Information

Complete this form to request an exception to the transaction limit and/or to request an exception to purchase a restricted item or from a restricted vendor. Fill in all applicable information below.

1. Required Information

Cardholder's Name:	**Cardholder's Department**:
Last four (4) digits of the USD Credit Card:	**USD Email**:

2. Transaction / Monthly Limit Exception Request

Select	Type of Request	Reason for Transaction Limit Increase	Increase total limit to	Dates Limits active for
	Single Transaction Dollar Limit		$	
	Monthly Transaction Dollar Limit		$	

3a. Purchase Exception Request (MCC Code)

Select	Type of Request	Reason for Exception Request
	Restricted Vendor Exception	
	Restricted Purchase Exception	

3b. Additional information to support the request above (if applicable)

Supplier/Merchant Name	Date		Business Purpose/Persons Involved	Amount
Supplier/Merchant Name	**Date**		**Business Purpose/Persons Involved**	**Amount**

4. Approvals - I certify that the information provided has been reviewed and is accurate, allowable and appropriate. It is within my authority to approve.

Payee

Print Name _____ Signature _____ Date _____

Supervisor

Print Name _____ Signature _____ Date _____

Budget Administrator

Print Name _____ Signature _____ Date **Budget**

For Corporate Card Administrator Use Only

Notes	Date