

EXCEPTION MEMO



PURCHASING CARD PROGRAM

Submit to sapurch@cosatx.us

DATE			
TO	Jeffrey Tomlinson, Purchasing Manager		
FROM		DEPARTMENT	
SUBJECT	Request for Exception to P-Card Policy		

Per the City of San Angelo P-Card Policy (Revised February 2021), requests for exceptions to Prohibited Purchases under Section 6. P-Card Controls, Item D. "Prohibited Purchases" must be directed to the Purchasing Division in writing prior to the expenditure of appropriated funds.

Please check one of the options below justifying the expenditure:

- This expenditure is necessary for City staff to complete their jobs.
- This expenditure is necessary for the City to conduct its normal business.
- Other

Please provide details justifying the exception below and attach any pertinent supporting documentation to this memorandum.

For Purchasing Use Only

APPROVED

DENIED

JEFFREY TOMLINSON, PURCHASING MANAGER

DATE