ASC eRequest Exception Process

**College Exception Review**
Arts & Humanities: Bill McGreehan
ASC Executive: Bill McGreehan
NMS and SBS: Tiffany Garner

**College Approvals** *(Alcohol, Chair/Director Expenses)*
Arts & Humanities: Mark Miller
ASC Executive: Kim Kinsel
NMS: Jennifer Keaney
SBS: Shawn Barrett

**Exception?**

- **Yes**
  - The Department will attach the completed Policy Exception Approval request form to the PR#. The BSC Associate will contact the appropriate College Initial reviewer.

- **Approved**
  - The College Initial reviewer will contact the appropriate final approver to have them add an approval comment to the PR#.

- **Denied**
  - College initial reviewer will deny the PR# with comments and alert the Department.

**Common eRequest Exceptions**
After the Fact (ATF) P.O.: Purchase order was not requested before service.

Non-Key Contract Used: Staples vs. OfficeMax, FedEx outgoing vs. UPS, non-Coke products, etc. Refer to list of Key Contracts.

Tax: Tax was charged on PCard and was not recovered or paid back regardless of amount.