

Personal Computer and Tablet Purchase Exception Form

All exceptions must be approved using this form.

An exception that is properly approved must accompany a purchase requisition.

Personal Computer and Tablet Computer Exception Request	
Made by:	Date:
Describe the requested personal computers or tablets and provide quantities (Attach quotes if available):	
Justify the exception using specifics, avoid generalities or preferences to explain why an exception should be granted:	
Approved by Department/Local IT Support	
Print Name:	Signature:
Approved by Department Chair or Head	
Print Name:	Signature:
Approved by Dean or Vice President	
Print Name:	Signature:

NOTE: Adobe electronic signatures will be accepted for authorizations.