



# Northern Illinois University

## Commercial Card Request for Exception Form

**Complete and submit this Exception Request prior to the purchase. Do not proceed with the purchase until authorization is granted.**

Complete only required fields\* and applicable sections

### CARDHOLDER INFORMATION

Cardholder Name\* \_\_\_\_\_

Employee ID\* (Eight Digits) \_\_\_\_\_

Card Last 4 Digits\* \_\_\_\_\_

### Exception Request - One Time Purchase (Choose 1)

Single Transaction Limit \_\_\_\_\_

Vendor Name \_\_\_\_\_

Monthly Credit Limit \_\_\_\_\_

Increase to \_\_\_\_\_

Prohibited Purchase Exception \_\_\_\_\_

Reason for Exception Request

### Change to Credit Limit

New Credit Limit \_\_\_\_\_

Start Date \_\_\_\_\_

End Date  
(leave blank if permanent)

Justification from Dean or Division Head

Cardholder Signature\* \_\_\_\_\_

Date\* \_\_\_\_\_

Approving Manager Signature\* \_\_\_\_\_

Date\* \_\_\_\_\_

Dean/Division Head Signature\* \_\_\_\_\_

Date\* \_\_\_\_\_

Commercial Card Services \_\_\_\_\_

Date \_\_\_\_\_

**Completed forms, with all signatures, are to be sent to Card Services, Lowden Hall 208 or scanned and emailed to [cardservices@niu.edu](mailto:cardservices@niu.edu)**