



**1 Name of the individual on whose behalf the exception is sought:**

**2 Nature of the exception:**

Cost exceeds maximum rate:

Other deviation from the policy:(specify)

**3 Justification for the exception:**

Explain below why the higher cost or other deviation from the policy is necessary to achieve the University business purpose.

**4 Approval (must be the President or a Vice President):**

**Typed Name:**

**Title:**

**Signature:**

**Date:**