

## College of Education Business Procedures Exception Form Procedures

The [Request for Exception to Business Procedures Form](#) is required when requesting an exception to University internal policy and or procedure as indicated in [BPM E-1-2](#). COE employees should follow the COE Business Center guidelines below when submitting requests for an exception to business procedures (BPE):

### Completing the Form

1. Complete all information requested on the BPE form, checking any/all reasons for the request.
2. Provide justification for the requested exception (be specific as to which policy which the exception is being submitted, why the policy was not/cannot be followed, and why the exception request should be granted).
3. In the justification block, you must include steps that your department is taking to prevent a recurrence of this same issue.
4. Travel-related requests must include the Traveler's name.
5. Contact information should be the departmental business officer, but the contact person does not need to sign the form.
6. Add all supporting documentation to the PDF, including Procard or travel receipts.
7. Once the form is completed, submit it to the Director of Operations for review. Once the form is reviewed and logged with a COE-BPE number, the form will be returned to the business officer with the Department Chair copied so departmental signatures can be collected.

### Obtaining Signatures

1. For travel-related requests, the traveler must sign.
2. For Procard-related requests, the Procard holder must sign.
3. Please leave the "Business Officer" signature line blank. That is to be signed by the Assistant Dean for Finance and Administration.
4. Submit signed form to the Director of Operations to obtain the Assistant Dean for Finance and Administration signature.

### Routing the Form

1. The signed form will be submitted by the Director of Operations to University Financial Services (UFS) for review.
2. UFS will notify the Director of Operations of the decision on each request, and that will be relayed to the department business officer. If approved, a copy of the approved, fully signed form will be sent to the business officer.
3. Once the Business Procedures Exception is approved by UFS, it should be attached to the corresponding payment document, including:
  - a. Concur Travel Expense Report – Attach a copy of the approved BPE as documentation for an item on a travel reimbursement that requires an exception.
  - b. Concur Procard Expense Report – Attach a copy of the approved BPE as documentation for a charge on a Procard that requires an exception.

- c. Payment and Purchase Request Form – Attach a copy of the approved BPE when it is related to a purchase/payment that will be processed via a shopping cart or PRD.
- d. Check Transmittal – Attach a copy of the approved BPE when an employee is paying back the University for a personal expense that was charged to a Procard in error.