**ASC eRequest Exception Process**

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**College Initial Review**
Arts & Humanities: Jen Leung  
NMS and SBS: Sheena Riepenhoff  
ASC Executive: Jen Leung

**College Final Approvers**
Arts & Humanities: Mark Miller  
NMS and SBS: Maggie Merry  
ASC Executive: John Nisbet

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**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.

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**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.