ASC eRequest Exception Process

**College Initial Review**
- Arts & Humanities: Jen Leung
- NMS and SBS: Tiffany Garner
- ASC Executive: Jen Leung

**College Final Approvers**
- Arts & Humanities: Mark Miller
- NMS: Andrew Mascari
- SBS: Marta Sparano
- ASC Executive: John Nisbet

**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.

- Denied
  - The College Initial reviewer will contact the appropriate final approver to have them add an approval comment to the PR#.

**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.