ASC eRequest Exception Process
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**College Exception Approvers**
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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.

* Please see the BSC website for ASC Policy Guidelines: https://ascbsc.osu.edu/