

UAA ProCard Policy Waiver Form

Complete the top portion of this form and submit it to your ProCard Administrator for review.

Department:

Date Decision Needed:

Cardholder:

Length of Waiver (select one): Single Purchase Temporary Permanent

If temporary, dates effective:

Policy to be Waived (select all that apply): Catering (other than Seawolf Catering)
Entertainment (coded as 8115) Gifts/Flowers \$25+ Gift Cards/Gift Certificates
HazMat Prizes Temp Credit Limit Increase Other (explain):

**Item details including business purpose (attach any supporting documentation
i.e. Approved Rep/Non-rep Form, information about event, price quote, etc):**

Justification for Waiver:

Fund/Org/Account to be used:

Cardholder Signature and Date

**Dean/Director/Department Head or Designee Signature and Date
(only required for Temp Credit Limit Increase)**

Approved

Denied

Justification for decision:

UAA ProCard Administrator Signature and Date