

Per the Florida Tech P-Card policy, the exceptions permitted to receive a personal P-Card are those who travel extensively or those who have research expenditures.

Exceptions (*Please check one*):

- Travel Research Other

Requestor's Name _____

Department _____

How many days do you travel per year? _____

Do you have research grants?

- Yes No

If yes, please provide number _____

How much is on your grant? _____

How long does your grant last? _____

Detailed explanation

Signatures

Department head and dean are responsible if the employee does not follow the P-Card rules.

Department Head _____ Date _____

Dean _____ Date _____

VP/Provost _____ Date _____

CFO _____ Date _____

President _____ Date _____