



Central Purchasing
**REQUEST FOR EXCEPTION TO
FLEET CARD POLICY**

This form is used by agency fleet card administrators to request an exception to a specific procedure outlined in the [State of Oklahoma Fleet Card Policy and Procedures](#).

Submit the completed form to [Compliance Form Submission](#). Forms submitted with missing or incomplete information will be returned to the agency fleet card administrator for correction.

GENERAL INFORMATION

Agency name	Agency #	Fleet account code(s)
Name of authorized user to make payment (if applicable)	Phone	Blocked MCC(s) (if applicable)
☐ Requesting exception for additional authorized user(s) (Complete the list and attach it with the form in your submission.)		
Agency appointing authority	Agency fleet card administrator (if applicable)	

EXCEPTION REQUEST INFORMATION

Describe exception requested and justification for need (if necessary, attach additional page on agency letterhead):

Please specify the time period for which you are requesting the exception (not to exceed 12 months).

From:

To:

SIGNATURES

The undersigned, duly authorized to sign on behalf of the state entity named herein, for the purpose of requesting an exception to the above referenced procedures, does hereby affirm that the requested exception is necessary. Further, in the event this exception is approved, I understand it does not relieve said state entity of its legal responsibility to comply with all applicable laws and administrative rules.

Signature of agency appointing authority	Date
Signature of agency fleet card administrator (if applicable)	Date

THIS REQUEST IS HEREBY: ☐ **Approved** ☐ **Denied**

For the period of

From:

To:

Comments

Signature of state purchasing director	Date
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