

REQUEST FOR SPENDING FREEZE EXCEPTION

Request Date: \_\_\_\_\_

As outlined in the spending freeze guidelines dated July 9 2020, the university has instituted a spending freeze on unrestricted funds for all but the most essential expenditures. Exceptions to this spending freeze will be granted to items essential to the mission and the continued operations of the university, items related to health/life safety issues and any expenditures required to remain compliant with state and federal laws and regulations. Written justification and approval from a Vice President, Vice Provost, Dean, Director, Department Head, or Chair is required via the form below. This form must be included as part of the supporting cost documentation for each transaction with state and federal

Please provide a written justification for the purchase:

I certify that this purchase is essential to the continued operations of the department.

	Signature*	Printed Name	Title	Date
Submitted by:				
Approved by: Vice President, Vice Provost, Dean, Director, Department Chair or Department Head:				

\*Delegation approval is not authorized.