

**RIT**  
**Exception to Purchasing Policy**

I am requesting an exception to the RIT Purchasing Policies:

Which policy are you requesting an exception to?

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What are the reasons for the exception?

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Exception Accepted \_\_\_\_\_ or Denied \_\_\_\_\_

Signature of Director of Purchasing \_\_\_\_\_ Dated \_\_\_\_\_

Additional Comments:

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Please attach any additional information or documentation regarding the exception