**Small Purchase Charge Card Request for Declining Balance Card Exception**

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|  | **Exception Period: Fiscal Year 2020** |

### Cardholder Information

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Department | Click here to enter text. |
| Department (Org) # | Click here to enter text. |

### Declining Balance Card Exception Information

You must have the Declining Balance Card (DBC) Exception approved by the SPCC Program Administrator before purchasing one. Declining Balance Debit Cards are required to have logs kept with them and you may not have more than $500 total in DBC unless prior approval from Cash & Investments. The funds loaded to the card(s) should be spent in the same fiscal year they are purchased. The cards must be to a specific vendor and you cannot purchase generic cards without prior written approval from Cash & Investments. The only way to purchase a Declining Balance Card is with the SPCC. The Small Purchase Charge Cardholder who purchases the Declining Balance Card must make sure the log and all receipts are kept with SPCC records. All Declining Balance Cards will be audited. Cards may not be used as incentives.

State the needs of the cardholder to have this restriction lifted and the reasons for this exception:

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| --- |
| Click here to enter text. |
| Click here to enter text. |

|  |
| --- |
| Signature of Cardholder |
| Printed Name of Supervisor | Click here to enter text. |
| Signature of Supervisor |  |
| Date: | Click here to enter text. |

I have carry over funds from last fiscal year DBC. Balance on card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please forward this form by scanning to appa@jmu.edu . You will be notified by email within 3 business days of the status of your request. If approved and you abuse this exception, this will be considered an infraction on the SPCC cardholder. All Financial Policies apply to DBC purchases. Please refer to the Penalties for Infractions list, which is available on the Cash and Investments Webpage: <http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/spcc-program.shtml>

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