

# Accounts Payable Exception Request



Payee (Print)

Payee (Signature)

Date

Policy Exception  
Select from drop down

Reason the policy exception(s) occurred:

## Reason for Exception Request

I approve the exception to San Diego State University's policy as documented above.

Print \_\_\_\_\_  
(Divisional Vice President, Associate  
Vice President or Dean)

Signature \_\_\_\_\_

Date \_\_\_\_\_