

**University of South Florida St. Petersburg  
Non-Personnel Expenditure Freeze Exception Form**

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DEPARTMENT NAME:

CHARTFIELD:

All requests for exceptions must be submitted in writing and must include information to address the following questions.

- 1) Specific reason for the exception, including the direct impact on core and essential business operations.
  
- 2) Show how suspending, delaying or freezing requested action would negatively impact essential or critical business operations.
  
- 3) Show that other methodologies and/or options have been explored and exhausted. Please attach other quotes or pricing schedules if comparative data is obtained.

Requestor: \_\_\_\_\_ DATE: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ DATE: \_\_\_\_\_

RVC/RC : \_\_\_\_\_ DATE: \_\_\_\_\_