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| **Policy Exception Form** | | | | | |
| This form should be completed for all computer purchases where exception from normal configurations is proposed. | | | | | |
| School/Institute: | Quote #: | | Preferred Supplier: | Estimated Value: | |
|  |  | |  |  | |
| Description of configuration required: | | | | | |
|  | | | | | |
| Justification for policy exception: | | | | | |
|  | | | | | |
| Policy exception requested by: | | | | | |
| Name: | Signature: | | | Date: | |
|  |  | | |  | |
| Policy exception Approved by: | | | | | |
| Name: | | Signature: | | | Date: |
|  | |  | | |  |