



RICHLAND ONE

PROCUREMENT SERVICES

DETERMINATION FOR DEVIATION OF P-CARD POLICY

Based upon the following determination, the proposed procurement action described below is being procured pursuant to the authority of Richland County School District One in accordance with the Purchasing Card Program Internal Operating Procedures (IOP).

Describe *what* items or services need procuring via P-Card and *why* these items or services are needed:

Total amount of transaction: _____

How is the purchase a deviation from the P-Card IOP?

- ☐ Transaction will be over the \$2,500 single transaction limit
- ☐ Purchase is classified as a non-allowable type of purchase (ex. professional services, software, etc.)
- ☐ Other: _____

Why is the P-Card being used instead of a PO or expenditure request?

Vendor or Contractor Name:

School/Dept. Name

Transaction Budget Code

Cardholder Signature

Date

Director of Procurement Services Signature

Date

Chief Financial Officer Signature

Date