

Blanket Exception Requests in Concur

Blanket exception requests should be submitted via Concur Request. Each individual must submit their own exception requests, including blanket requests.

Create New Request

Request Policy * ?
*UNTS-Card Action Request

Card Action *
None Selected

Limit amount/Estimated amount of purchase ?

Fund Cat 3

Program 6

PC Business Unit 9

Comments To/From Approvers/Processors ? 0/500

Card Action Request Name *

First Level Approver ID ?

Business Justification for Request * ? 0/500

Fund 4

Purpose 7

Activity 10

Card Type *
None Selected

Vendor Name ?

Department * 1
(927100) Procurement

Project * 2

Function 5

Site 8

Cancel **Create Request**

1. Request Policy: select “UNTS-Card Action Request”
2. Card Action Request Name: For blanket requests, begin your request name with “BLANKET” and follow that with a descriptive name that indicates what the request was for. For example, if submitting a limit increase request for all of FY25: BLANKET FY25 Limit Increase \$7500
3. Card Type: For PCard related requests, select “Purchasing Card”
4. Card Action: select the action that you are requesting:

- 1) New Card Only – this would never be selected for a blanket exception request
- 2) Restricted item/vendor exception – select this option if seeking an exception to purchase a restricted item or from a restricted vendor
- 3) Monthly Transaction Limit Increase – select this if seeking an increase in your monthly credit limit
- 4) Single Transaction Limit Increase – select this if seeking an increase in your single transaction credit limit
5. First Level Approver ID: this field is only required for new purchasing card applications. This field is not required for exception requests or limit increases.
6. Vendor Name: For blanket exception requests, enter “Various”
7. Limit Amount/Estimated Amount of Purchase: For blanket requests, estimate the total that you may spend using this blanket exception for the fiscal year. A rough estimate is fine.
8. Business Justification for Request: enter the specifics of your request in this field. Be sure to provide sufficient justification for the request or it will be denied. For blanket requests, be sure to include a date range (FY25, July billing period, etc.)
9. Chartstring fields: the next 10 fields are for your chartstring information.
10. Comments: use this field to provide any additional context or information regarding your request.
11. Once you have completed the required fields, click “Create Request” in the lower right corner.
12. On the next screen, double check all fields are complete and accurate.
13. Attach all relevant documents, including a quote, vendor hold search, external approvals, etc.
 - 1) For blanket requests, attach a document in place of a quote and VHS that lists out the types of purchases that will be made using the blanket exception
 - 2) Lack of supporting documentation may result in a denied or returned request.
14. Once all information and documentation has been provided, click “Submit Request” in the upper right corner.