

# Indiana University

## Exception to Capital Standard Operating Procedure

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It is required for all organizations within Indiana University to follow all policies and procedures established by Indiana University. On rare occasions, there are circumstances that make adherence extremely difficult or inefficient. Exceptions to standard procedures may be granted if justification is legitimate. To request an exception to standard operating procedure, fill out the below form and return to Capital Asset Management. Capital Asset Management will respond to your request within 30 days of receipt.

**The below section is to be filled out and signed by the fiscal officer of the organization.**

Organization Name: \_\_\_\_\_

Asset/Tag Number(s): \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Standard Procedure Exception Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Justification for Exception: \_\_\_\_\_

\_\_\_\_\_

Fiscal Officer Name (printed): \_\_\_\_\_ Date \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_

**The below section will be completed by Capital Asset Management.**

Exception Denied       Exception Granted through \_\_\_\_\_  
(date exception expires)

Comments: \_\_\_\_\_

**Required Signatures:**

Capital Asset Manager: \_\_\_\_\_ Date \_\_\_\_\_

Capital Asset Director: \_\_\_\_\_ Date \_\_\_\_\_

**Return to: Jason Lett, Capital Asset Management, Poplars 437, Bloomington**