

Updated Guidelines for Deviation Requests

In an effort to simplify the deviation request process Procurement is raising the deviation limit on book purchases from \$50 - \$100.

New Guidance as of February 1, 2019

Procurement Services will no longer require deviations for permitted PCard purchases of \$100 or less with the following exceptions:

- Medical Supplies
- Pharmaceuticals
- Consumable Office Supplies

Deviations will not be required for book purchases less than \$100.

Any exception must have prior written approval from Purchasing and filed with all other documentation regarding the purchasing card transaction.

Standard PCard policy still applies in regards to permitted and prohibited purchases, refer to OP72.15.

Remember the following items still require deviation approvals at any dollar amount:

- Medical Supplies
- Pharmaceuticals
- Consumable Office Supplies