Indiana University
Exception to Capital Asset Management Policy

It is required for all organizations within Indiana University to follow all policies and guidelines established by Indiana University. On rare occasions, there are circumstances that make adherence to the policy extremely difficult or inefficient. Exceptions to policy may be granted if justification is legitimate. To request an exception to policy, 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: __________________

Policy Exception Requested: __________________________

________________________________________________________________________

________________________________________________________________________

Justification for Exception: __________________________

________________________________________________________________________

Fiscal Officer Name (printed): __________________________  Date __________

Fiscal Officer Signature: __________________________

The below section is to 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