Indiana University
Exception to Capital Standard Operating Procedure

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