



# P-card Exception REQUEST

Print, Sign, and Scan a Copy of the Completed Form to: [saoumb@wyo.gov](mailto:saoumb@wyo.gov)  
(retain original request for your records)

Agency Name

Requestor's Name

Last 4-Digits of P-card to be Updated

Today's Date:

Name on the P-card to be Updated

Contact E-mail:

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## Exception Request Details

Explain Requested Exception, including Business Purpose for the Change:

Is this is a Request for a  
Temporary Spending Strategy?

Yes

No

If Requesting a Temporary Spending Strategy, Indicate  
Desired Strategy, if known. (optional)

All Requests for Temporary Spending Strategies Will Be Limited to 2-weeks, or Less.

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Signature of Agency P-card Coordinator, CFO, or Director

All properly completed requests received by the SAO will be reviewed and a decision made as quickly as possible. The SAO may require additional information. A decision will be communicated to the signor of this form via E-mail. The agency should retain E-mail Approvals for 12-months.