Requests for Exceptions to Business Procedures

I. Purpose
To provide a mechanism for University of Kentucky employees to request exceptions to University internal policy and procedures when necessary to achieve institutional objectives in cases where management of exceptions is not addressed elsewhere within specific University policies or regulations.

II. Policy
A. The University’s regulations, policies, procedures, and established practices are based on sound business principles, regulatory requirements, or law and are intended to ensure the integrity of all transactions and the appropriate use of University funds regardless of source.
B. Business Procedure E-1-3 Roles and Responsibilities holds individual administrators responsible for being fully knowledgeable of all University requirements governing transactions and business activities for their respective areas.
C. When uncertain about the interpretation of a policy or unable to find an applicable policy, such knowledge must be obtained before executing a transaction.
D. Exceptions cannot be granted to federal laws and regulations (including Internal Revenue Service), state laws, contract provisions, or restrictions imposed by external donors and sponsors.
E. Requests for exceptions shall be rare and only approved in extenuating circumstances.
F. Requests for exception shall be requested sufficiently in advance to allow them to be reviewed and approved prior to the purchase, event, or travel taking place.

III. Procedures
A. All requests for exception shall be made using the Request for Exception to Business Procedures form.
   1. Indicate the policy for which an exception is being requested, documenting a clear understanding of the institutional policy for which the exception is proposed.
   2. If the exception is related to E-5-1 Reimbursement of Travel Expenses, include the traveler’s name.
   3. Provide complete justification for the request, explaining how the University will be advantaged or disadvantaged by the decision to grant or deny the request.
   4. Print or type the contact information requested on the form.
   5. Obtain approval of the college business officer or equivalent position and dean, director, Provost or executive vice president if necessary.
   6. Scan the form and related documentation and forward to Treasurer@uky.edu. Alternatively, it may be faxed to (859) 257-4805.
   7. Original documentation shall be retained in the department until notification of approval or denial is received from the Office of the Treasurer.
   8. When applicable, attach the approved copy of the exception request to original voucher and forward to Accounts Payable.
B. Exceptions require additional documentation if requested after a violation of policy has already occurred, the unit failed to process a transaction in a timely manner so that it could be handled through normal processing, or any other preventable situation.
   1. Attach documentation of the procedures that have been put into place by the unit to prevent a recurrence of the violation.
   2. Travel
      a. If the exception involves a failure of a traveler to adhere to policies, the traveler shall initiate and sign the form, indicating an understanding that no further exceptions to travel policy will be granted.
      b. Attach departmental procedures describing how employees, particularly those who are new to the University, will be informed of existing policies as well as changes to policies in the future.
      c. The travel voucher and all related documentation must be scanned or a pdf file created, and included with the request.

C. Blanket exceptions
   1. Situations may arise in certain organizational units that necessitate a "blanket approval" for specific types of transactions.
   2. A full explanation and justification for the requested exception must be submitted as part of the request.

D. Approval process
   1. Normally exceptions will be reviewed and processed by Office of the Treasurer personnel.
   2. Certain exceptions, including all requests for "blanket exceptions" will be forwarded to the Provost, Executive Vice President for Finance and Administration or the Executive Vice President for Health Affairs for their input and concurrence.
   3. Requests not justified on the basis of a bona fide institutional purpose or objective will be denied.
   4. The contact person listed on the exception form will be notified by the Office of the Treasurer once a decision has been made.