



# P-Card Expense Justification Form

Select all the criteria applicable to the p-card expense for which P-Card Pre-Approval was not requested or received in advance:

- Unplanned:** Not anticipated or known in advance.
- Non-routine:** Commonplace tasks or duties done irregularly or at sporadic intervals. Not monthly or standard recurring.
- Urgent:** Compelling or requiring immediate action or attention; imperative; affecting life/safety; pressing.

Explain the nature of the situation that made the transaction exempt from the P-Card Pre-Approval process: