

 <b>NORTHWESTERN</b> UNIVERSITY	<b>Department:</b> <b>Dept Code:</b>	<b>Expense Report or          Payment Request #:</b>
	<b>Request          Date:</b>	
	<b>Requestor:</b>	
	<b>Phone:</b>	
	<b>Email:</b>	

**I request an exception to a Northwestern University policy for the following reasons:**

\_\_\_\_\_

Signature \_\_\_\_\_ Date

<b>Area Approval</b>			
	<b>Name (Print)</b>	<b>Signature</b>	<b>Date</b>
Dean, VP or Designee			