



COVID-19 Purchasing Freeze Exception Request

Academic Affairs Division

UNIVERSITY OF CENTRAL FLORIDA

A COVID-19 Purchasing Freeze Exception is required for new purchases, or any changes to existing purchase orders, after April 1, 2020 in excess of \$10,000, unless it is funded by Contracts and Grants.

Exceptions to the purchasing freeze may only be granted for purchases that are proven to be critical in supporting the university's core mission of education and research. A blanket exception has been approved for purchases from faculty startup funds.

Please complete the form and return it to aabpa@ucf.edu for approval.

Organizational Unit:

Sub unit:

Department:

Funding Department number:

Item/Equipment/Service:

Total cost:

Change order to existing PO

New procurement

Justification:

Include PO number in justification

Approval Signatures

Department Chair:

Dean/Vice Provost/Vice President:

Provost and Vice President for
Academic Affairs: