

# Endpoint Device Exception Form



Western Carolina University  
Office of the CIO  
Cullowhee, NC 28723  
Phone: 828-227-7487  
Fax: 828-227-7084

Date:  
Contact Name:  
Email:  
Phone:  
Department:  
Vendor Name:

Submit form to: [hmsmathers@wcu.edu](mailto:hmsmathers@wcu.edu)

Purchasing Exception

EOL Exception

One in, One out Exception

Please provide a brief justification for this request:

**For Purchasing Exceptions Only, Please include an itemized description of the equipment to be purchased:**

Item#	Description	Quantity	Unit Price	Total
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Required Signatures for Submission:

Department Head:

Date:

Dean or Executive Council Member:

Date:

For Committee Use Only:

Approved

Denied

Committee Chair  
Signature:

Date Reviewed: