

Exception to Contracting Policy Request for Online Agreements

Before submitting this exception request, please note:

- **Contracting Authority:** Only the President or an expressly delegated individual may enter into contracts on behalf of the University. An approved exception is required before an employee without delegated contracting authority accepts vendor terms and conditions.
- **SC Procurement Requirements:** Vendor terms and conditions must be reviewed for compliance with applicable South Carolina Procurement Code requirements.
- **P-Card Requirements:** Recurring or stored-card charges require an exception to the P-Card Policy.
- **Accessibility:** Online services must meet VPAT requirements.

The exception process requires the requestor to attempt to cure these elements of potential noncompliance.

Information

Requestor name, title, and department: _____

Vendor name: _____ Today's date: _____

P-Card single transaction limit (STL): _____

Monthly/Annual cost: _____ (must be within P-Card STL)

Link to vendor's Voluntary Product Accessibility Template (VPAT) for this product (required):

For payment processing, does vendor use a service that tokenizes payment information (ie Square, Stripe, Braintree, Ayden, etc.) or is otherwise PCI DSS compliant:

☐ Yes ☐ No (describe) _____

Steps

Date requestor sent "Winthrop Addendum" to a vendor sales or legal email: _____

Vendor Response:

- ☐ Vendor accepted Winthrop Addendum
- ☐ Vendor did NOT accept Winthrop Addendum or did not respond within 7 calendar days
- ☐ Requestor reached out to alternate vendor
 - ☐ Requestor did not reach out to alternate vendor

If applicable, explain why alternate vendor(s) is/are not suitable

I attest that the preceding statements are true and correct according to the best of my knowledge:

Requestor: _____
(Print Name)

Supervisor: _____ (AVP/Dean/VP)
(Print Name)

Signature

Date

Signature

Date

Exception to Contracting Policy Request for Online Agreements

Below to be completed by Finance & Business Affairs

Terms & conditions do comply with SC Procurement Code

Recommendation:

Based on the vendor's acceptance of the Winthrop University Addendum, confirmation that the vendor's payment processing environment is PCI DSS compliant, and verification that the online services meet applicable VPAT/accessibility requirements, I recommend granting contracting authority and use of a P-Card (if necessary) for this transaction.

William Anthony, Director of Procurement & Insurance

Date

Terms & conditions do NOT comply with SC Procurement Code

Recommendation:

Although the vendor has not accepted the Winthrop University Addendum, I recommend granting contracting authority for this transaction based on the limited business risk associated with the online service and the low-dollar, routine nature of the purchase. The vendor's payment processing environment is PCI DSS compliant, and the online services meet applicable VPAT/accessibility requirements. Given these safeguards and the minimal overall business risk, I recommend granting contracting authority and use of a P-Card (if necessary) for this transaction.

William Anthony, Director of Procurement & Insurance

Date

Approval:

I approve the exception(s) and hereby grant the Requestor a one-time delegation to effectuate this purchase and use a P-Card (if necessary), with the * stipulations detailed below.

Kevin Butler, CFO/VP Finance & Business Affairs

Date

Approval:

I approve the exception(s) and hereby grant the Requestor a one-time delegation to effectuate this purchase and use a P-Card (if necessary), with the * stipulations detailed below.

Kevin Butler, CFO/VP Finance & Business Affairs

Date

*This temporary, one-time delegation may be granted to other Requestors provided that the purchase is not materially different than the original product or service (i.e. price, subscription level, product line, etc.) outlined in the original Exception Request. This Exception to Contracting Policy shall expire and terminate no later than five years following the approval date below. After the five-year period has elapsed, the Requestor(s) shall submit a new Exception to Contracting Policy with terms and conditions for review requesting a new determination.