Exception Form and 90 Day Memo Signature Decision Tree

Is the transaction $5,000 or more?
- No

Is the transaction on a sponsored project?
- No

Is the transaction for a reimbursement or Northwestern corporate card?
- No

Department signature is sufficient

Send to Office of Finance and Administration for Dean’s Office signature

Please send exception forms and 90 day memos requiring Dean’s Office signature and all supporting documentation to FinanceandAdministration@northwestern.edu.