Please Note: This form is for large events only ($200 or more) and is not intended to take the place of the Chrome River reimbursement process for business meals.

Per the Virginia Department of Taxation, ODU is exempt from Virginia taxes on prepared meals & catering services related to its mission when paid directly by ODU from institutional funds. Requests for one-time tax exempt certificates may be sent to Procurement Services at procurement@odu.edu.

Transactions MUST be processed prior to the exception's expiration date or be paid with an alternate method. Submit to PCardAdmin@odu.edu at least 3 days prior to event.

Date: _____   Budget Code: _____

Event Date (and date deposit due): _____   Event: _____

Cardholder: _____   Department: _____

Estimated Amount $_____   Is restaurant inside of a hotel? _____

(The estimate must be based on the GSA M&IE Rate table for period stated above.)

Vendor Name: _____   Vendor Phone: _____

Vendor Address: _____

Contact Email: _____

Please note the Pcard shall not be used to purchase alcoholic beverages.

Justification (Explain why the food service is needed and how it benefits the University.)

_____

_____

_____

_____

_____

I hereby certify with my signature below that I understand the cost of the catered meal cannot exceed the applicable rate as identified in the GSA M&IE Rate Table. I also understand the following documents must be attached to the PCard documentation on which the catering charges appear:

x   A copy of this exception request approved by the Program Administrator
x   A list of names of all persons involved in the meal
x   Original itemized receipt
x   Copy of tax exempt certificate if used

Failure to provide all requested documentation in the submission will result in a violation for the Cardholder and forfeiture of the ability to use the PCard for catering in the future.

Cardholder Signature & Date: _____

PCard Approver/Reviewer (name printed): _____

Approver/Reviewer Signature & Date: _____

Email completed form to: Pcardadmin@odu.edu

Rev 10/2024