



Please Note: This form is for large events only and is not intended to take the place of the Chrome River reimbursement process for business meal reimbursements.

****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 Linda Wallace at lwallace@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 (The justification should 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:

- A copy of this exception request approved by the Program Administrator
- A list of names of all persons involved in the meal
- Original itemized receipt
- 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