

**PROCEDURE #11-005: PURCHASE OF CATERING SERVICES**  
**EFFECTIVE DATE: April 1, 2011, Revised January 2012, February 2014**

**I. Purpose:**

The purpose of this procedure is to clearly define the process, approval flow and required documentation to be used for ensuring that catering expenses are appropriate, budgeted, received in accordance with the catering confirmed order, and that such catering services meet the mission of the University while providing appropriate controls and enhancing the use of the Purchasing Card (PCard) program resulting in increased administrative efficiency for the University and effective use of the PCard with the catering program. This procedure will also ensure prompt payment of the catering contract vendor.

**II. Definitions:**

- A. **Department** is the university agency, college, department, office or school to which the proposed catering services are related.
- B. **Aramark** is Old Dominion University's Catering Services contract vendor.
- C. **Catertrax** is the online program used to electronically confirm catering services requests.
- D. **Per Diem** is the meal rate established by the Commonwealth Department of Accounts.
- E. **Works** is Bank of America's electronic PCard reconciliation system.

**III. Specific Requirements:**

A. **Transaction Processing - Cardholders:**

To the extent feasible, all catering services that are to be paid for with University funds (to include discretionary funds) must be processed via the Purchasing Card (PCard) up to the Cardholders transaction limit.

1. Authorized personnel shall complete the order on Catertrax. Order form must be printed and obtain authorized signature. Completed order form is to be returned to Aramark Catering via fax or email. Department maintains the catering form in the department's file to be attached to the associated PCard reconciliation report.
2. Aramark shall confirm catering order via email.
3. Aramark provides services as detailed on approved ordering form.

4. Department shall have five (5) business days after receipt of services to contact Aramark with any disputes that would change the amount to be charged from that of the confirmed order. Any department disputing a charge should contact Aramark directly to resolve.
5. Department shall make payment via PCard within five (5) business days of receipt of services. Aramark is to notify Contract Administrator and Department of invoices not paid within seven to ten (7-10) business days of receipt of services.
6. Aramark shall provide ordering departmental representative (Cardholder) with a receipt.
7. The Cardholder shall electronically reconcile catering charges in Works. Aramark receipt(s), confirmed Catertrax order(s) and Monarch Catering Form(s) shall be attached to PCard ODU Reconciliation Report and centrally maintained by the Department for audit.

**B. Transaction Processing – Non Cardholders**

**1. eVA Users:**

- a. Complete catering order in Catertrax. Include appropriate budget code and authorized signature.
- b. Submit purchase requisition in eVA. Select X02 for the PO Category. Purchase requisition should be submitted with the quantity listed as a number equal to the total dollar quote provided by Aramark, and a unit price equal to \$1. Electronically attach signed catering request form to purchase requisition. Upon approval, Department shall provide Aramark with the purchase order number.
- c. Upon receipt of service from Aramark, departmental representative shall enter an electronic receiver in Banner.
- d. Departmental requestor shall maintain all documentation to include purchase order, signed catering request form, and invoice from Aramark for audit.

**2. Non-eVA Users:**

- a. Complete the Small Purchasing Procedure Form (PA01). Provide the PA01 tracking number to Aramark. Complete the catering request form to include the appropriate budget code and authorized signature and submit to Aramark. Maintain a copy.
- b. Upon completion of the catered event, submit the completed PA01 form, signed catering request form with appropriate budget code and authorized signature, and Aramark invoice to Accounts Payable.
- c. Departmental representative shall maintain a copy of all documentation to include of the PA01 form, signed catering request form, and invoice from Aramark for audit.

C. **Documentation:**

**Cardholders:**

Aramark receipt(s), confirmed Catertrax order(s) and signed Monarch Catering Form(s) shall be attached to the PCard ODU Reconciliation Report and centrally maintained by the Department for audit purposes.

**Non-Cardholders:**

Aramark confirmed Catertrax order(s), signed Monarch Catering Form(s) and the purchase order(s) or PA01 form shall be centrally maintained by the Department for audit purposes.

**Note:** *Catering purchases using Ledger 1 funds shall be within the Department of Accounts (DOA) established per diem rates. Any charges over 150% of the per diem rate must be allocated to discretionary funds. Current DOA per diem rates are as follows:*

<i>Breakfast</i>	<i>\$10</i>
<i>Lunch</i>	<i>\$15</i>
<i>Dinner</i>	<i>\$31</i>
<i>Refreshments</i>	<i>\$5</i>

**Note:** *No alcohol can be charged to the PCard. All alcohol charges must be processed via eVA purchase order or PA01 form.*

**Note:** *Signature on the catering request form by the Authorized Budget Authority certifies that meal expenses were business related, involved a substantive and bona fide business discussion, are appropriate, budgeted for and meet the mission of the University.*