

**Old Dominion University  
Bank of America Visa PCard  
Request for Restaurant Exception**

\*\*ODU is exempt from Virginia taxes on prepared meals & catering services related to its mission when paid directly by ODU from institutional funds, as detailed by the Virginia Department of Taxation. Requests for one time use tax exempt certificates may be sent to Linda Wallace at [lwallace@odu.edu](mailto:lwallace@odu.edu). \*\*

NOTE: Transactions MUST be processed prior to the exception's expiration date or be paid with an alternate method. Submit to [PCardAdmin@odu.edu](mailto: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 Address: \_\_\_\_\_  
Vendor Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

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

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**Justification (The justification should explain why the food service is needed and how it benefits the University.)** \_\_\_\_\_

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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](mailto:pcardadmin@odu.edu)