

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

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.

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:*

Breakfast	\$10
Lunch	\$15
Dinner	\$31
Refreshments	\$5

**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.***