TO: Georgia Tech PCard Coordinators & Pcard holders

CC: Admin Network

From: Business Services

Subject: Policy Change for Food Purchases using the PCard

Effective August 1, 2013, Georgia Tech’s policy exemption from Department of Administrative Services will no longer be in effect. This exemption previously allowed Georgia Tech the flexibility to use the PCard for a wide variety of food purchases using Foundation and other funding sources.

Note: Study Abroad Program trips and conferences/workshops provided to the general public are allowable on the PCard without restrictions.

Food related purchases allowed on the PCard must include the Food/Group Meal Event Documentation Form and must not exceed the state meal per diem limits ($7 Breakfast, $9 Lunch, and $20 Dinner).

1. Official Student Events (excluding faculty, staff, other school employees, volunteers, or other persons not related to the school).
2. Employee Group Meetings with strict adherence to the State Accounting Office Group Meal Policy (4+ hours meeting length, with food not provided at beginning or end of meeting)

Purchases not allowed on the PCard include:

1. Departmental snacks, beverage/water service, and associated paper/party products
2. Entertainment food expenses

Payment for food purchases not allowed on the PCard may be processed in one of the following ways:

1. Enter Requisition in BuzzMart for recurring purchases of beverage delivery (for example, monthly bottled water service – use account 714350 (food/beverage off the shelf).
2. Caterer invoice less than $2500 – attach invoice to A/P Payment Request Form and include the Food/Group Meal Event Documentation Form.
3. Caterer invoice greater than $2500 – enter a BuzzMart Confirming Order Form and must include the Food/Group Meal Event Documentation Form. Send invoice to apinvoices.gatech.edu
4. Employee reimbursements for food/beverage/group meals can be processed via the Employee Payment Request form. The Food/Group Meal Event form is required
5. Entertainment/extraordinary development events should be processed via the Foundation Check Request Form.

(Policy 5.2.1.9: Purchase of Food and Group Meals for Employees, Students, and Guests, the Food/Group Meal Procurement Grid, and Food/Group Meal Event Documentation Form will be revised and posted to the procurement website www.procurement.gatech.edu prior to August 1).

Questions related to PCard policy should be sent to pcard.ask@business.gatech.edu. Questions related to payment processes should be sent to ap.ask@business.gatech.edu.

e-mailed 07/22/2013