



Restaurant Exception
Procurement Card Program

Cardholder Information

Cardholder Name: _____ Date Requested: _____
 Department: _____ Last 4 Digits of Card: _____

Reason for Exception

Terms and Conditions of Exception

All Purchases must follow the Propriety of Expenditures Policy regarding Food and Related Consumables

Appropriate Uses

- Food for Official Functions, including training, community relations, employee recognition, good will functions (for guests or volunteers), recruiting functions, etc. **NOTE:** If only School associates and employees attend the official function then functions should be limited to infrequent meetings (Less than 2 times a year) or training events. These are usually multi-unit or campus events. Food is allowed for continuing education courses.
- Student Functions

Inappropriate Uses

- Food for standing, regular meetings or staff meetings
- Regular business meals with only employees or associates even to discuss CSM business
- Food and related consumables for the employee's personal consumption
- Coffee, snack food, candy if it is primarily meant for School employee consumption
- Meals for employees while in travel status
- Alcohol

Additional Documentation Required

- Appropriateness of Expenditure form for all meal purchases over \$50.00
- A line item receipt that not only shows what all was purchased but any gratuity paid. **NOTE:** The School will only pay up to 20% in gratuity

Cardholder Acknowledgment & Certification of Signature

I hereby acknowledge that an exception has been made for my Procurement Card so that I may make purchases at restaurants for Official Functions and Student Functions. I agree to comply with all terms and conditions that are stipulated with this exemption. I understand that not following these rules will result in a Violation Notification.

_____ Cardholder Signature

_____ Date

_____ Approving Officials' Signature

_____ Date

_____ Controller

_____ Date