Exemptions to the Food and Beverage Policy 2102

All events must be within per diem maximums (excluding Participant Funded events) and may not include alcohol or flowers. Per diem and additional information is available on the Food and Beverage Overview. When purchasing food and beverage for exempt events through Sodexo, please refer to the Sodexo ordering instructions.

### Event Type
- Participant Funded (RA) Residence Hall <$100
- ICA pre/post game
- Student Focused <$2000

Complete list of Exempt Events and details are available in Policy 2102

### Payment Method
- Invoice
- P-Card
- Reimbursement

### Pre - Event
- Initiate eVA Purchase Order
- Attach Vendor Quote
- Enter comment noting exempt Event Type/details OR attach F&B form
- Submit F&B form to pcardadm@gmu.edu to request lift
- Complete F&B form for Authorization to purchase

### Post - Event
- Receive in eVA
- Submit Invoice to AP with EP#
- Upload itemized receipt to BoA Works
- Upload F&B form
- Update F&B - obtain Payee signature
- Attach itemized receipt/proof of purchase

### Quick Links
- Food and Beverage Authorization and Payment form (F&B)
- Instructions for completing F&B form
- eVA Purchasing Guides

### Contacts
- Questions about P-Card Waiver: pcardadm@gmu.edu
- Questions about F&B Reimbursement: acctpay@gmu.edu
- General Questions about F&B Policy: jadams15@gmu.edu