

**Bank of America VISA Corporate Purchasing Card
Request for Exception**

Email completed form to corpcard@vcu.edu. Allow 2 business days for processing.

Cardholder: _____ Department: _____

Pcard default Index: _____ Last 4 digit Card #: _____

___ Temporary (not to exceed two billing cycles) – Exception period: date: _____ to _____

___ Permanent – **State funded permanent exceptions are valid for the current fiscal year only and require VP or Dean approval.*

Exception Requested:

___ Business Meal (Page two must be attached)

Non-Employee ONLY:

___ Vehicle Rental*

*If Hertz or Enterprise Contracts will not be used must include reason below

___ Accommodations only

___ Ground Transportation (taxi, shuttle, bus, etc.)

Business Justification (please be as specific as possible): _____

Cardholder & Reviewer Acknowledgement:

I have read and understand the full scope of the exception request and certify that all transactions will comply with its intended use as described in the justification.

I agree to: (1) maintain supporting documentation (2) to reconcile monthly statements and (3) allocate charges appropriately in Bank of America Works.

I certify that no VCU employee travel related expenditures will be charged to my Corporate Purchasing Card. All approved exceptions will be processed in accordance with established P-card policies & procedures otherwise my exception may be revoked.

Signature of Cardholder

Date

Signature of Reviewer

Print Name

Date

*The above exception(s) may be granted for the current fiscal year to this university corporate purchasing card with a State funding source.

Signature of VP/Dean

Print Name

Date

Business Meal Requirement Acknowledgement –Corporate Purchasing Card

Business meals must be for an official business purpose held on VCU campus and supporting documentation with the statement must:

- Business meals involving employees only on state funds require Vice President, Vice Provost, Dean or Executive Director approval.
 - Employee in travel status must not use the corporate purchasing card for meals.
 - Statement explaining the business purpose for the meal.
 - Include the original itemized receipt.
 - List of attendees and their affiliation to VCU
- If expenses exceed 150% of the applicable per diem guidelines, use of local funds for overage is required.
 - If alcohol is purchased, use of local funds is required.
 - Information regarding Business Meals is located on our website.
 - <https://procurement.vcu.edu/i-want-to/plan-a-business-meal/>

I have read and understand my responsibilities as a cardholder related to the requirements for using the corporate purchasing card for business meals. I understand that all supporting documentation must be included in my monthly purchasing card reconciliation and/or uploaded to Bank of America Works. Failure to comply with established University and State policies and procedures may result in revocation of the employee's exception and/or corporate card privileges, even for a first offense. Deliberate or recurring noncompliance or failure to perform required duties may constitute cause for disciplinary action up to and including termination in accordance with the Employee Standards of Conduct, the University's Rule and Procedures, the Promotion and Tenure Policies and Procedures, the University Policy for Administrative and Professional Faculty and Faculty Holding Administrative Appointments, and/or any other applicable University procedure.

Signature-Cardholder

Signature – Reviewer

Name-Printed-Cardholder

Name Printed- Reviewer

Date

Date

Revised 6.12.17