

From: [Procurement Card](#)
Subject: Procurement Card: Policy Change: Food Exception
Date: Thursday, August 25, 2022 3:28:41 PM

Greetings Procurement Card Community!

We're writing to tell you about a change to policy and procedure for cardholders who have the Merchant Category Code (MCC) for food, currently added as an exception on their Procurement Card. This policy change will go into effect as of October 1st, 2022.

What's Changing?

Cardholders who currently have a permanent or temporary food restriction lifted on their Procurement Card will no longer be able to purchase food for Student Programmatic Events with their Procurement Card. The Procurement Card team will be transitioning the food exception for Student Programmatic Event purchases away from the Procurement Card.

What is considered a food purchase?

Water/drinks/coffee
Snacks
Light refreshments
Breakfast
Lunch
Dinner

Who is affected?: Procurement Card cardholders who purchase food for Student Programmatic Events

Those not affected: Donor Card cardholders, Human Subject Procurement Card cardholders, Basic Needs Program, food purchased as resell, and food where ingredients are used as supplies

New Payment Method: The Travel & Entertainment Card

Who is eligible? Anyone that has a UC Path employee ID can apply for a Travel & Entertainment Card

When will this take place? As of October 1st, 2022, all food related Merchant Category Code(MCC) exceptions currently on a Procurement Card will be automatically removed from your US Bank Procurement Card profile

What do I need to do? If you do not currently have a Travel & Entertainment Card check out this [Knowledge Base Article](#) on how to apply for one. If you do not already have one, you will want to ensure that you have a T&E card prior to October 1st, 2022 to pay for food purchases for student programmatic events

Check out the [Travel & Entertainment Blink pages](#) for frequently asked questions

As a reminder: Food of any type should never be purchased on a Procurement Card. In certain scenarios the Procurement Card Team can make an exception, but you must obtain prior approval from the P-Card Team before making your food purchase. Any Procurement Card food MCC requests that come into Concur from now until October will only be extended until October 1st. Any food exception inquiries submitted in Concur after October 1st, will be sent back to the user and advised to use a T&E Card. The T&E card can be used to purchase food as long as there is a valid business purpose.

As always, if you are in need of assistance, the Procurement Card Team is available. Please feel free to attend our Office Hours on Wednesdays, from 9am-10am.

*If you have any questions, please **DO NOT** reply back to this email as this inbox is not regularly monitored. Please submit a ticket via the [UC San Diego Services & Support Portal](#).*

Thank you,

The Procurement Card and Travel & Entertainment Team

For a faster response time contact the Procurement Card Team via the [UC San Diego Services & Support Portal](#) by selecting the following:

- *I want to...: Ask a Question or Make a Request
- *About: Banking, Cash & Card Products
- *Related to...: Card Products
- *More Specifically...: Procurement Card
- *Subject:
- *Description:

For additional information regarding the Procurement Card program, please visit the Procurement Card page on [Blink](#).