

## Procedure 63013: Virginia Tech Foundation Funds Used for America To Go

### Overview

America To Go (ATG) is the university's e-procurement catering service, which should be utilized for all catering events. Visit [America To Go FAQs](#) for questions about ATG. This procedure has been implemented to facilitate use of HokieMart to place orders with ATG when the desire is to pay with Virginia Tech Foundation (VTF) funds. Departments may utilize this procedure to request a special university fund (970XXX series) that the Controller's office will utilize to bill VTF in full monthly. The controller's office will reconcile a clearing fund (970000) to balance the expenditures and VTF payments.

If placing a hokiemarket order with ATG that is charged in full to this new fund, Procedure 20310g: Food Approval Request is not applicable. In cases where the new fund is used to partially fund an ATG order in conjunction with other university funds, Procedure 20310g: Food Approval Request is applicable.

### State Funds

Follow the guidelines for Procedure 20310g: Food Approval Request System located [here](#) when paying any portion of the bill with state funds. The university fund 970XXX issued by the controller's office should be used for the portion paid by VTF. If any part of the invoice is being paid with state funds, follow Procedure 20310g.

### Requesting the fund

The form America To Go VTF Charge Fund Request Certification may be found [here](#). Once completed, send this form back to [genactg@vt.edu](mailto:genactg@vt.edu) and they will be in contact with an assigned university fund number.

### Controller's Office Responsibilities

The controller's office will be responsible for assigning these university funds to the departments. These funds will be in the 970XXX series under predecessor 81075. Once a month the controller's office will pull charges for all departments for the prior month and send a bill to VTF. The controller's office is responsible for maintaining the clearing fund and ensuring VTF payments are received and posted to the clearing fund.

### Departments Responsibilities

Departments are responsible for requesting the university fund from the controller's office. Once the department receives confirmation, they may submit America To Go invoices funded by Virginia Tech Foundation through HokieMart and use the assigned university fund number 970XXX. This fund should be used if the bill is partially paid or fully paid by VTF. If partially paid by VTF please see the guidance above for state funds. A list of current vendors using ATG can be found [here](#). If the vendor you are intending to use is not on the list, contact 1-(866)-ATG-TOGO or [customerservice@americatogo.com](mailto:customerservice@americatogo.com) as they will assist in adding the new vendor.

## Controller's Office Procedure

It is the department's responsibility to confirm sufficient VTF funds are available to cover these catering events before the purchase is made.

The fund provided will be reviewed monthly by the department in the normal course of business along with other monthly fund financial reviews in accordance with university policy 3100.

### **Fund Stipulations**

- The VTF fund number specified on the request form must have sufficient funds to cover purchases made through ATG using university systems.
- The university fund, provided by the controller's office, will only be used for purchases made via the ATG process and procedure that need to be billed to and paid for by the Virginia Tech Foundation.
- The certification must be signed by an authorized approver. The authorized approver would be those that are authorized to approve in HokieMart for the department.

Questions regarding this policy can be directed to the General Accounting Team within the Controller's Office.