

CATERING INSTRUCTIONS

1. **Vendor Selection:** Select a vendor from Awarded Vendor List located on the Purchasing website and the COM Share Point Portal under the Purchasing Department/Catering folder.
2. **Vendor Information:** From the Awarded Vendor List, select Contract Details to see each proposal. This will include information such as vendor contacts, capabilities, minimum order requirements, and payment terms. An additional web link to each vendor website is also provided on the Awarded Vendor List for reference.
3. **Budget Accounts:** All catering will be charged to Object Code **5470** (the last 4 digits of your department Budget Account Code). Example: 11-0-0000-XXXX-**5470**
4. **Budget Account Confirmation:** Contact Jennifer Johnson at ext. 8268 or by e-mail at JJohnson@com.edu to confirm the object code has been established for your department prior to charging to this account.
5. **Invoices & Payment:** Order and payment processing will vary for each vendor. Advance payments or deposits may be required. P-Cards may be used for payment or a Direct Payment for a Check Request may be necessary. Checks are only released on Friday.

Please plan accordingly.

- (a) **Net 30 Payment Terms:** The vendor will request a P.O. or account number. Reference your authorized Budget Code and Department Name as the P.O. number when the vendor accepts payment terms of Net 30.
- (b) **P-Cards:** Each P-Card has authorized merchant codes assigned. It is possible the caterer of choice may have a merchant code that has not been pre-authorized which will state the P-Card is declined for payment. Contact Julie Guardiola at ext. 8262 or by e-mail at jguardiola2@com.edu in the Business Office regarding P-Card Merchant Codes.
- (c) **Direct Pay:** A Request for Direct Pay can be found on the I:/ drive under campus forms. Please attach the required documentation for request for advance payment Direct Payments for catered events that have already occurred must include the invoice. All Direct Pay Requests must include proper budget account codes, documentation and approvals prior to payment processing.

6. **Jason's Deli:** An account has been established with Jason's Deli. Each requester must Register online with a User-Log-in and Password at www.jasonsdeli.com. Go to the Online Ordering tab located on the top right hand corner of the website to begin. Once registration is complete, you may begin ordering with your user log-in and password credentials. See steps 1 – 5 to begin and finalize the order under the Catering tab. Once you have verified the delivery address, select the League City, Texas location. The location may reference another address by default. Change the default store location to League City, Texas if need be. When preparing to confirm and submit your order you will be given the option for payment under the Submit Order tab.

Select the COM Account#: 18017TE

NOTE: The invoice received at time of delivery/pickup must be signed. THIS IS THE ACTUAL INVOICE to be submitted to Accounts Payable identifying your COM Budget Account ending in Object Code: 5470 and appropriate signature of the Budget Account Manager.

Jason's Deli Account Representative: Patricia Argol
Catering Manager
2755 Gulf Fwy. South
League City, Texas 77573
Store: (281) 309-0007
Cell: (832) 270-8148
Patricia.agol@jasonsdeli.com