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) <u>Net 30 Payment Terms:</u> 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) <u>P-Cards:</u> 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) <u>Direct Pay:</u> 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:

Step 1: Online Ordering
Step 2: Select Catering located at top of website
Step 3: Order Now
Step 4: Log-in using log-in credentials
Step 5: Select Start Delivery Order and confirm address
Step 6: Make selections from menu options
Step 7: Select Add To Cart located on bottom right of website (Minimum Order $25.00)
Step 8: Select Check Out located on bottom right of website
Step 9: Review Order before final check out
Step 10: Select Check Out again to see final order details.
Step 11: Select Click here to add delivery instructions. *You must note the COM Account Number in this field to indicate to the vendor that COM is Tax Exempt. Please note the following: COM ACCOUNT#: 18017TE – TAX EXEMPT*
Step 12: Billing Information: Drop down menu for Payment Type: Select Business Check

DISREGARD ALL OTHER PAYMENT OPTIONS - NO OTHER PAYMENT OPTIONS SHOULD BE SELECTED

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
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Store: (281) 309-0007
Cell: (832) 270-8148
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