

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.

Go to www.jasonsdeli.com to begin.

Step 1: Select Online Ordering in the upper right-hand corner of the website

Step 2: Enter Zip and select Submit

Step 3: Select League City, TX / Order Online

Step 4: Select Pick Up or Delivery

Step 5: Select Pick Up or Delivery Date & Time

Step 6: If Delivery, Enter Delivery Address & Business Name: College of the Mainland

Step 7: Enter **Charge House Account 18017TE-Tax Exempt in** Pickup or Dropoff Notes

Step 8: Select OK

Step 9: Make selections from menu options

Step 10: Select Add To Order located on bottom right of website (Minimum Order \$25.00)

Step 11: Click on Cart

Step 12: Select Checkout

Each requester must register online with a user login and password. If you have previously registered, you must re-register due to Jason's Deli website update.

Step 13: Enter Login information or select Register

Step 14: Order Details will be shown. Continue to click Next to verify all details

Step 15: When you get to payment information, Select Pay Upon Delivery

Step 16: Select Continue to checkout and verify Order Summary. Tax will be shown but will not be applied to invoice as COM is tax-exempt.

Step 17: Select Place Order

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:

Matt McCurley

Catering Manager

2755 Gulf Fwy. South

League City, Texas 77576

Store: (281) 309-0007

Email: matt.mccurley@jasonsdeli.com