To Request Catering Services

I. Contact Aladdin at 367-4090 to discuss order options and price.

II. Complete Catering Request form:
   A. If less than your purchase card transaction limit, provide billing code in the appropriate field. **Requests without a billing code will be denied.** (This is the same code as used when placing Print Shop orders.)
      a. Obtain the budget manager’s signature.
      b. Fax to Aladdin at 367-4056.
      c. Aladdin will contact the event representative for Pcard expiration date.
   B. If greater than your purchase card transaction limit, write Procurement in the billing code field. **Requests referencing “Procurement” without funding information could be delayed or denied.**
      a. Obtain the budget manager’s signature
      b. Fax to Aladdin at 367-4056.
      c. Fax catering request and hospitality form for the event to Procurement at 367-4706.

*Purchase Cards will NOT be charged until day after event.

*Receipts will be sent to Event Representative.

*Any discrepancies should be brought to the attention of Cathy Basagic at 367-4090 for Aladdin,

and Becky Miller at 367-4816 for Procurement paid receipts.