

## 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.