

## Catering Request Procedure

1. Go to "mycui" and use the request an event procedure to reserve a facility. If it is approved by University Services, an event number will be assigned. Use this event number on the catering request. It will NOT be accepted without an event number.
2. Download Catering Request Form from **"fileserve1"** Public → CUI Employee Documents → Bon Appetit Catering Related → Catering Request form sheet, save it as "Catering Request Form" on the "s" drive. **This form must be used.**
3. Fill out the electronic Catering Request Form. If a purchase order (\$249 or less) is not needed skip to #5.
4. If the order is \$250 or more, you need a purchase order. Send approved Requisition to the Purchasing Agent. **(A copy of the Catering Request is not needed)**
5. The Purchasing Agent approves requests and sends back a Purchase Order.
6. E-mail Bon Appétit ([Kevin.callahan@cafebonappetit.com](mailto:Kevin.callahan@cafebonappetit.com) and [cwong@cafebonappetit.com](mailto:cwong@cafebonappetit.com) ) the Catering Request as an attachment with the account number (and purchase order number, if necessary) filled in – **the request cannot be honored without this information. The Purchase Order itself does not need to be sent along with the Catering Request.** Any special set-up requests should be included in the Set-Up Instructions section. Bon Appetit will send the contact person a confirmation.
7. Approximately one week after the event, invoices will be processed for payment. At this time, a copy of the invoice will be sent to the contact person - this is just for information only; the billing is handled by the Accounting Department directly.