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| <b>Name:</b>       | <b>Budget Control – Requisition for Catering Services</b> |
| Policy Number:     | 4-2001  |
| Origin:            | Financial Services  |
| Approved:          | 1 March 1993  |
| Issuing Authority: | Director, Financial Services                              |
| Responsibility:    | Manager, Financial Planning                               |
| Effective Date     | 1 September 2007  |
| Revision Date(s):  | 1 August 1994<br>1 September 2007                         |

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**PURPOSE:** This form is used for the procurement of food services anywhere on campus, as well as liquor services for functions at the Tower. (For the procurement of liquor services at any location other than the Tower, you must contact the Students' Representative Council.) The form is to be used only when the University will be paying for the services rendered. Therefore, if you are arranging catering services for personal reasons, please contact the caterer directly.

**COMPLETION:** All requests for catering services are completed online (<https://smuaramark.catertrax.com/>). The requisitioner will be provided a price at the time of entry

**CATERER'S PROCEDURES:** The caterer will email a copy of your catering request for written authorization and confirmation of payment information. Once the catering service has been provided, the caterer will forward an invoice to Financial Services for payment.

**FINANCIAL SERVICES PROCEDURES:** This system is designed so that the department will not receive an invoice. All invoices issued by the caterer go directly to the Financial Services - Accounts Payable.

**NOTE:** Issues concerning quality of service or the price quoted should be directed to the caterer. If the issue is severe enough such that payment should be delayed until a resolution of the issue, please contact Accounts Payable.