

## STEP BY STEP FOR SODEXO EVENTS

- CALL SODEXO AND PLACE ORDER FOR EVENT CATERING – EXT. 6902
- SODEXO WILL EMAIL YOUR ORDER TO YOU FOR VERIFICATION
- ADVISE SODEXO IMMEDIATELY OF ANY CHANGES TO THE ORDER
- P-CARDS CAN BE USED ON ORDERS UNDER \$250.00 WITH SODEXO. A PURCHASE REQUISITION WILL NOT BE REQUIRED FOR ORDERS WITH A P-CARD.
- SET UP PURCHASE REQUISITION TO INCLUDE:
  - ORDER NUMBER
  - EVENT NAME
  - DATE OF EVENT
  - BUDGET NUMBER
  - AUTHORIZED SIGNATURE
- EMAIL PURCHASE REQUISITION TO [purchasing@gonzaga.edu](mailto:purchasing@gonzaga.edu)
- IF YOU HAVE QUESTIONS EMAIL [purchasing@gonzaga.edu](mailto:purchasing@gonzaga.edu)
- FOR SODEXO ONLY – PURCHASE ORDER # WILL BE EMAILED TO YOU WITHIN 24 HOURS FROM RECEIPT OF PURCHASE REQUISITION
- WRITE THE PURCHASE ORDER # ON THE SODEXO CONTRACT, SIGN CONTRACT, AND FAX BACK TO SODEXO AT LEAST 24 HOURS BEFORE EVENT.
- YOU WILL RECEIVE A COPY OF THE PURCHASE ORDER FROM PURCHASING AND A COPY WILL GO TO SODEXO
- AFTER EVENT HAS BEEN COMPLETED (AND THERE ARE NO DISCREPANCIES) RECEIVE IN YOUR PO THROUGH BANNER OR EMAIL PURCHASING TO REQUEST RECEIVING FOR YOUR PO
- IF THERE ARE CHANGES, EMAIL PURCHASING AT [purchasing@gonzaga.edu](mailto:purchasing@gonzaga.edu) WITH THE CORRECTIONS.
- SODEXO WILL INVOICE ACCOUNTS PAYABLE ONCE EVENT HAS OCCURRED.

### ***PLAN AHEAD – A FINANCE CHARGE WILL BE ACCESSED TO GONZAGA IF PAYMENT IS NOT RECEIVED IN TIME***

- THE FINANCE CHARGE WILL BE PASSED ALONG TO THE AREA/DEPT. CHARGE WAS BUDGETED.