Procurement Card Process - On Campus for Food & Catering Services

When a department wants to purchase food or catering services using the Procurement Card the following steps should be followed.

1. University department contacts food services or catering services for potential requirement.
   All food and/or catering services orders must be consistent with CSU and campus policies (includes hospitality guidelines)

2. The department places an order for food (Togo’s, Gordito Burrito, etc.,) or catering service (UEI, Epicure) using the Procurement Card. Explain that you are using the university procurement card and you will provide the Procurement Card Number - **only the card-holder may issue orders using their Procurement Card Number, card-holders may not share their credit card number for other individuals to use**.

3. When the order is finalized and food is delivered, food or catering services applies applicable charges to the procurement card. An itemized invoice must be provided to the Procurement Card holder for all applicable charges.

4. If there are any adjustments or disputes resulting in the charges you should notify food service or UEI catering to resolve the charges.

5. UEI Catering will maintain the procurement card information so that the same person placing the order in the future does not need to present the card again as long as the cardholder is still holding the same card. UEI will ensure security of the card number.

6. Food Service and UEI Catering will provide an itemized receipt which you will attach as reconciliation of your Procurement Card statement at the end of the month. Remember Hospitality Guidelines still apply regardless of the type of payment used.

FAQ

1) Is there a limit on catered orders using the procurement card?
   Answer: **Only limit is what the card holder is authorized, could be up to $5K.**

2) Can the cardholder use the procurement card for small purchases at the point of sale (i.e. at the cash register at Togo, for example)?
   Answer: **Yes, no different than when you go to any food service downtown and use your credit card.**

3) Who do I contact if I don’t agree with the charges or service?
   Answer: **Contact the food service where you purchased the food or UEI catering if it was for an event.**