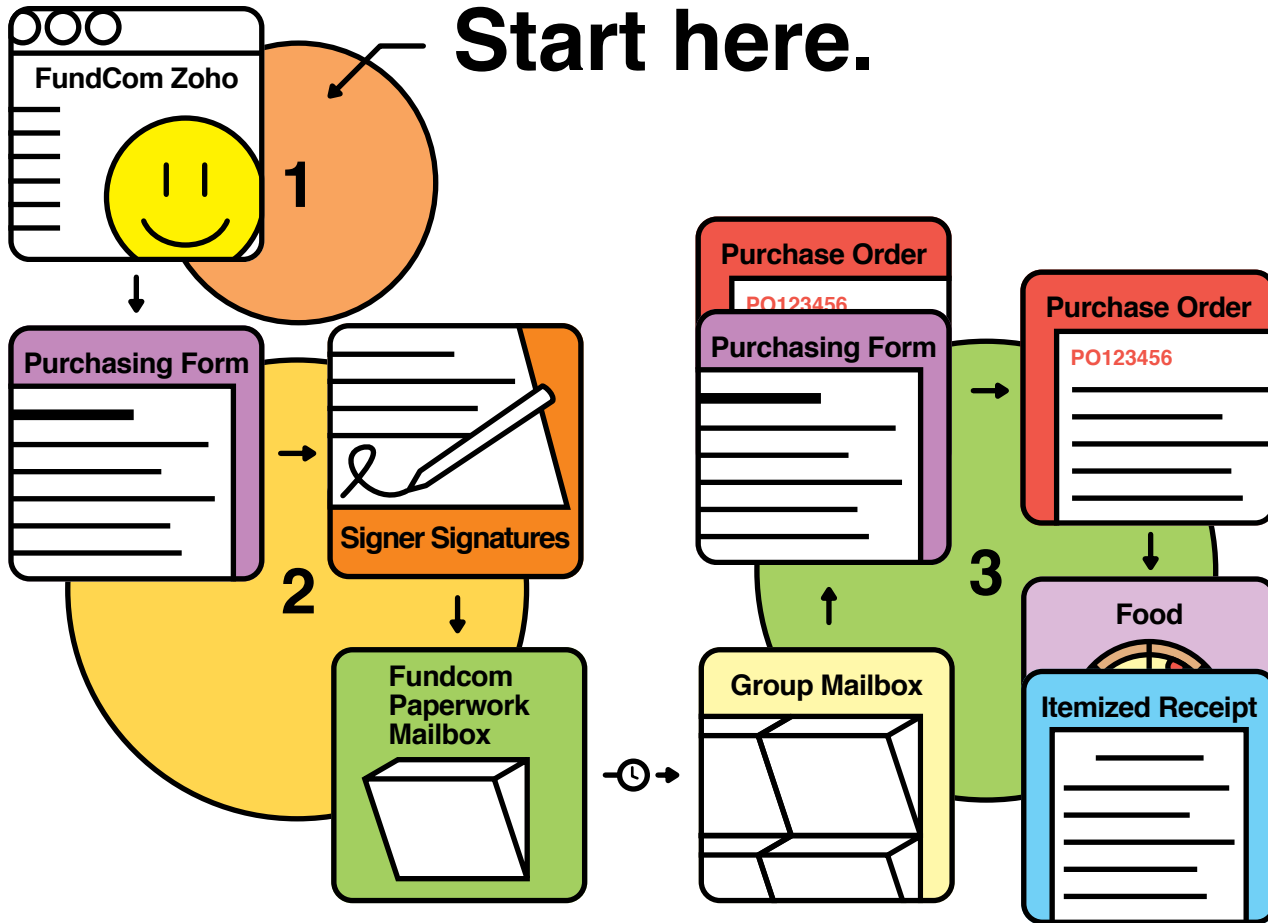
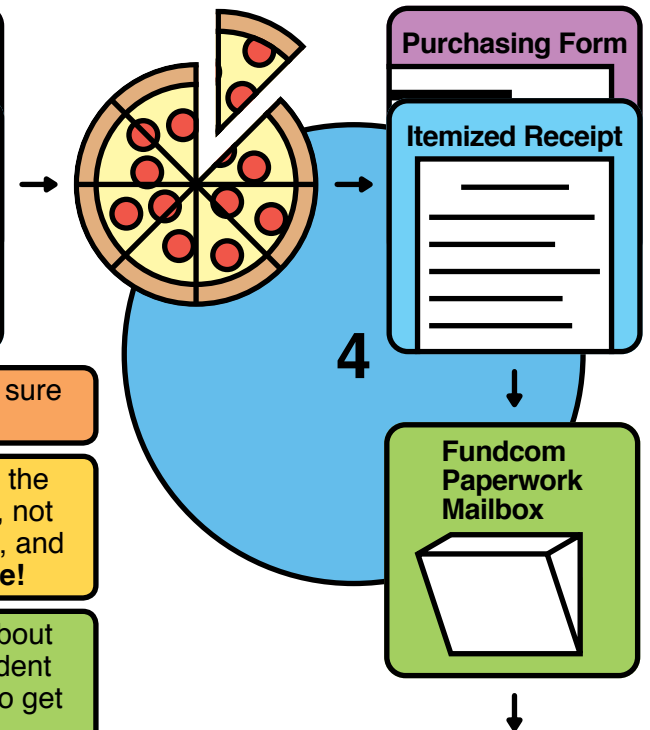


Start here.



How to: Purchase Meeting Food



1. FundCom Zoho. Meeting food funding should be requested on Zoho 1 month at a time. Make sure your group has done this, and keep track of your spending and how much you have left.

2. Fill out your purchasing form. For meeting food, you can spend \$5 per person - so calculate the amount based on your meeting attendance. Remember to calculate tip (no more than 15%). Also, not every vendor will take a PO - check the list on the back. Get the form signed by two other signers, and drop it off in the FundCom paperwork mailbox. **Make sure to do this at least 4-5 days in advance!**

3. Pick up your PO from your student group mailbox. Your purchase order should be ready about 2-3 days before your meeting. Pick up the purchase order and the purchasing form from your student group mailbox. Use the purchase order (or the red PO number on it) to order your food. Be sure to get an **itemized receipt** and keep it with the purchasing form.

4. Meeting time! Enjoy your meeting food. Don't forget to fill out the receipt submission section of the purchasing form, and return it with your itemized receipt to the FundCom Paperwork mailbox as soon as possible. You can use the mailbox outside the back door of CLA if we are closed.

Finish!

Where can I use a PO?

Accepts purchase orders:

- Atkins
- Black Sheep
- Crazy Noodles
- El Comalito
- Fresh Side
- Sibies
- Whole Foods

Does not accept a PO:

- Big Y
- Costco
- Staples
- Stop & Shop
- Wings
- Zhang's Kitchen

If you absolutely have to buy something from a vendor that does not accept a PO, you can talk to us about either using a college p-card or paying with your own money and getting reimbursed. However, for meeting food, it's much easier for you to use a purchase order, and a wide range of vendors do accept them.

Order through Delivery Express:

Since Delivery Express takes purchase orders, you can order from these places through them. Just make sure to **request a PO for Delivery Express**, not the vendor you're ordering from through Delivery Express.

- | | | | |
|-------------------------------------|-------------------------|-------------------|---------------------|
| • Amherst Chinese | • Bueno y Sano • | • Hillside Pizza | • Paradise of India |
| • Antonio's | Chili's | • Judie's | • Pasta e Basta |
| • Arise Pizzeria | • College Pizza | • Just Doggin' It | • The Pub |
| • Arizona Pizza Company | • Crazy Noodles | • La Veracruzana | • Rafter's |
| • Baku's | • Cushman Market & Café | • The Lone Wolf | • Subway |
| • Bistro 63 at the Monkey Bar Grill | • Ginger Garden | • Mission Cantina | • The White Hut |
| | • GoBerry | • Oriental Flavor | |
| | | • Panda East | |