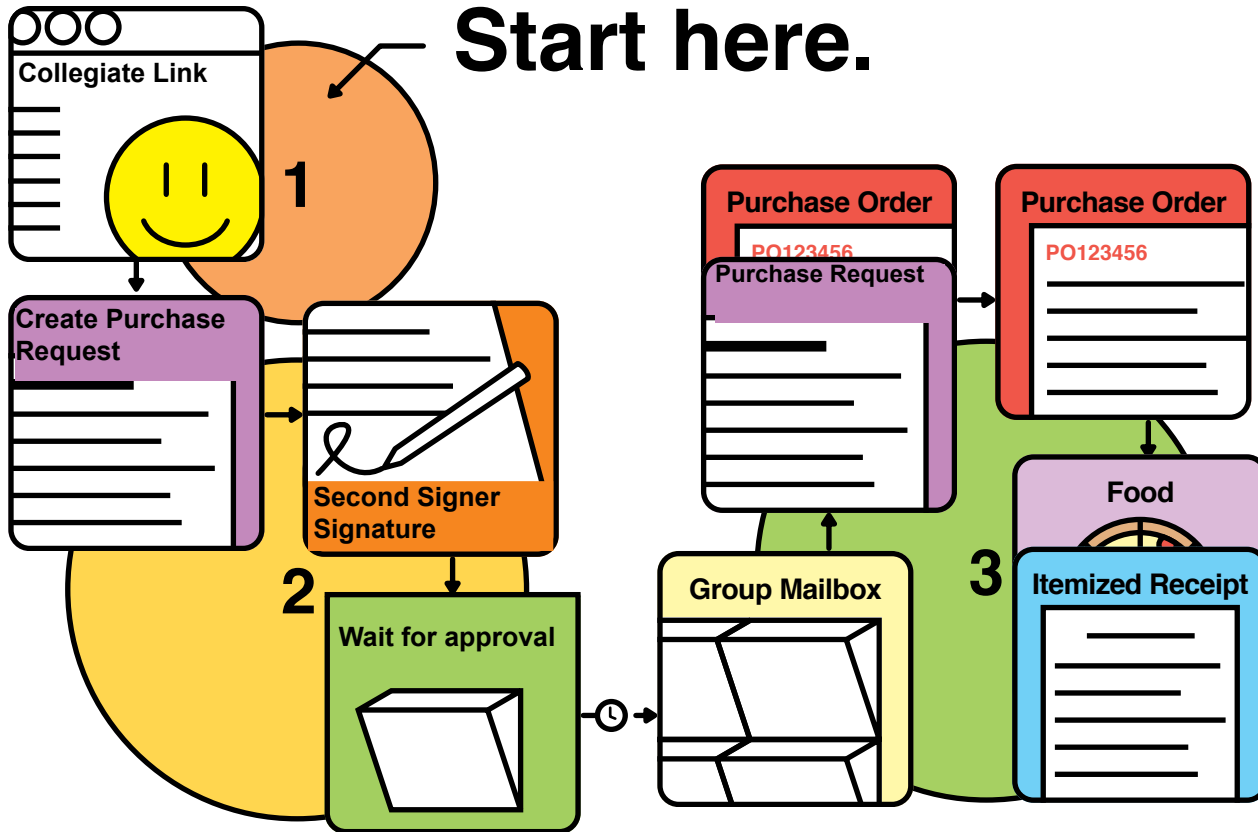
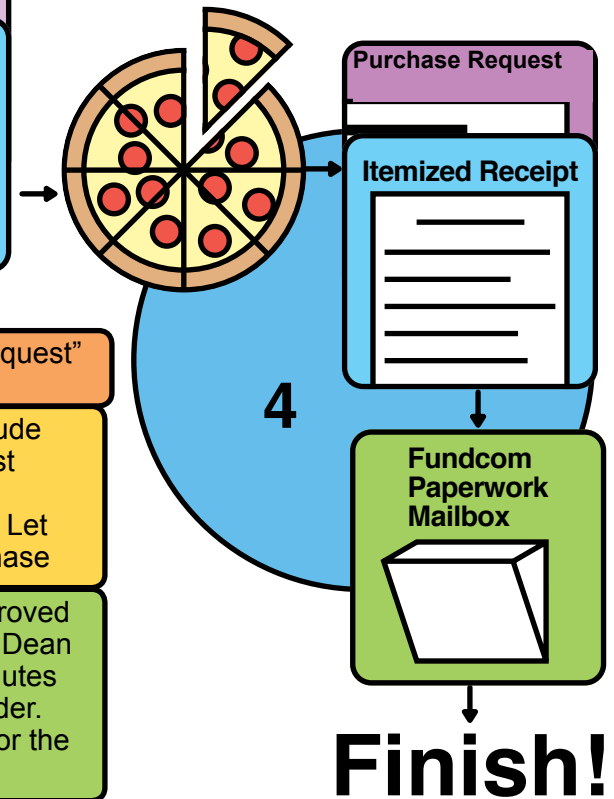


# Start here.



# How to: Purchase Meeting Food



- 1. Go to Your Student Group Page in Collegiate Link > "Finance" tab > "Create Purchase Request" > Complete the form! Only submit one PO at a time for group meeting food.**
- 2. Make sure your request is made 4 - 5 days in advance.** The amount you request must include delivery fee and tip (no more than 15%). If you are listing a business, enter its name into the "Last Name" space. Select the appropriate account: Meeting Food or General Expenses. Once your Purchase request is submitted, a second signer must change stage to "Second Signer Approval. Let them know! They can access the submission through "Student Group Page > "Finance" > "Purchase
- 3. Once you have completed "Second Signer Approval",** your form will be reviewed and approved if everything is right. In 2 - 3 days, the status under "Purchase Request" will be changed to "CLA Dean Approval" and your PO should be in your mailbox in the CLA. Schedule the delivery up to 30 minutes before the meeting time to allow for delays. Request an itemized receipt when you place your order. Meet the delivery person at your designated time and place. Take itemized receipt in exchange for the copy of the PO. Keep the Purchasing Request Form.
- 4. Immediately after, or the day after your meeting,** attach the receipt to the back of the Purchasing Request Form and submit it to Tammy in the CLA (Fundcom Paperwork Mailbox). After hours paperwork can be left in the "incoming" mailbox in the hallway.

# Finish!

# Where can I use a PO?

## Accepts purchase orders:

- Amanouz
- Atkins
- Black Sheep (\$200min)
- El Comalito
- Fresh Side
- Moti
- Sibies
- Whole Foods

## Does not accept a PO:

*(incomplete list)*

- 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.

- Antonio's Pizza
- Bistro 63
- Bueno Y Sano
- Crazy Noodles
- Crushman
- Ginger Garden
- Go Berry
- Judie's
- La Vera Cruzana
- Lone Wolf
- Mission Cantina
- Miss Saigon
- Panda East
- Paradise of India
- Pasta e Basta
- Subways
- The Pub
- The Taste of Thai Cuisine