

CATERING ORDER

SA 4500-CCC (9-2004) Supersedes (8-2003) issue

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Your Name:	Phone:	Date of Delivery:
Your Organization #:	Project:	Task:
Delivery Location (Building/Room):	Number of attendees to be served:	
A.M. Service Time:	P.M. Service Time:	
Lunch Service Time:	* A replacement fee will be charged if equipment is missing or not returned in 24 hours.	
	* A confirmation call is always placed for all faxed orders. If you do not get a confirmation call, we do not have the order.	
	* Please order early – every effort will be made to honor all requests. Sometimes, due to the volume of delivery requests at specific times, we may be unable to deliver at the requested time.	
	* Please note pick-up time.	
	* Thank you for your order!!!	
	* SPECIAL INSTRUCTIONS	

FOLLOW THIS PROCESS FOR ORDERING FROM THE CORONADO CLUB/SODEXHO:

- Determine allowability of costs related to Business Meeting Meals/Refreshments by using the [Business Meals Wizard](http://www-irn.sandia.gov/wizard/meals) <<http://www-irn.sandia.gov/wizard/meals>>.
- Retain a copy of the business purpose and list of actual attendees with your JIT Purchase Order. (You must have an Oracle account to receive a purchase order via e-mail. If you need an account, instructions can be found at <<https://cfo.sandia.gov/procure/jit/How%20to%27s/HowtoFrameset.htm>>.)
- Understand the potential for audit.
- Manager approves transactions as usual (by reviewing the Monthly Under \$25K Report or monthly financial reports).

There is no change in the [process for ensuring allowability](http://cfo.sandia.gov/contracts/homepage/costs.html) <<http://cfo.sandia.gov/contracts/homepage/costs.html>> of these costs.

Please ensure documentation for the meals is retained with a copy of your purchase order. It is highly likely these transactions will be audited.

All orders and any changes to existing orders must be placed by noon day prior to your event.

Please fax to: 844-6964

Phone: 844-3808 or E-Mail: cccatering63@yahoo.com