

Pacific Dining Catering Orders

*For food purchases charged to SCOSC, and GENFD-Fund 12 Budgets.
GENFD-Fund 11 budgets cannot be used for catering expenditures*

This procedure replaces the need to submit a *District Requisition* or *Campus Account Requisition* to pay for Pacific Dining catering. The order process and form described below will direct catering purchases to be charged to an institutional blanket purchase order. Expenditures incurred by your department budget will be posted by the Business Services Office.

Procedure (see flowchart below):

- 1) Email a catering request to Pacific Dining. Requests should be emailed to paul@pacific-dining.com. Your request should include the description, date, and time of event or meeting in your email.
- 2) Pacific Dining will provide a quote via email.
- 3) Prepare a *Pacific Dining Catering Order*, attach your quote, and email to SCC-Business Services Office. Orders must be authorized in advance by your area manager and approved by the VPA/BSO.

Required Attachments:

- a. Event flyer or meeting agenda
- b. List the names of all employees and/or the count of students who will be served.

NOTE: VPA/Business Office approval must be obtained *in advance* of any purchase.

- Please submit catering requests to Pacific Dining three (3) weeks in advance of your event date. The VPA/BSO approved *Pacific Dining Catering Order* needs to be received by Pacific Dining one (1) week in advance of event date.
- Pacific Dining will notify the requesting division of changes in catering orders that affect the original order amount. Division and VPA/BSO approval is required.

To ensure prompt payment, Pacific Dining will mail all invoices to the college Business Services Office.

Pacific Dining Catering Order

Sacramento City College

Order Date _____

Division _____

Department _____

Event Name _____

Event Date _____ Attached: Event Flyer _____ List of Names _____

Quote No.: _____ (Obtain Quote from Pacific Dining)

Item	QUANTITY	DESCRIPTION	TOTAL
1			
2			
3			
4			
5			

Purchases Charged to Categorical Programs, Grants or Special Programs
 This purchases is in compliance with the requirements of _____

Program Name		TAX
For grants/projects: _____	Project/Grant Number: _____	TOTAL

Program Director/Coordinator Signature: _____
 Program Goal/Objective Number/Explanation: _____
Note: Fund 11 Budgets may NOT be charged for Catering Services

REQUESTED BY: _____ DATE: _____ AUTHORIZED-Categorical Programs: _____ DATE: _____

AUTHORIZED- Area Manager: _____ DATE: _____ APPROVED- VPA/BSO: _____ DATE: _____

Budget Number: _____

BusUnit	Account	Fund	Dept. ID
Program	SubClass	BY	Proj/Grant
			PO No. #

To be assigned by BSO - Valid Only With VPA/BSO APPROVAL (below)

3/2024
 Pacific Dining DISTRIBUTION Business Office Division

Department Process for Pacific Dining Catering Ordering

