

# CATERING ORDER

SA 4500-CCC (10-2004) Supersedes (9-2004) 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](mailto:cccatering63@yahoo.com)