

Dining Services/Sodexo Inc. and Affiliates

Guidelines for Sodexo orders are as follows. Include the

Catering -Event Name - Date of the event - Order number in the description line on Sodexo orders. No other information is needed since it is on the event form.

Example: Catering End of Semester Meeting 12-6-16 Order 3448

Vendor ID – 50005351

Use Commodity Code – 37501

****We strongly encourage you to use your p-card to order from Sodexo.**

- Initiate an online non-confirming requisition to Sodexo.
- Override the generic commodity code description with the **CATERING - EVENT NAME - DATE OF EVENT - ORDER NUMBER** (Example: **Catering – WBB Pregame vs Harding – 11-10-2015 – Order 608**) found on the Sodexo Event form. Do NOT list all of the items listed on the event form.
- Do NOT use symbols such as @, #, %, &, /, _.
- **Enter the total amount from the event contract (including taxes).**
- Use “P” in the tax group.
- Email a copy of the event form with the requisition number written on top to Katie Davis.
- Procurement will process the requisition and complete a purchase order. Procurement will send a copy to Sodexo and an email attachment to the requesting department.
- Once the event has occurred or goods delivered, the requesting department must receive in Banner.

Sodexo's Web Site: <http://www.astate.edu/a/dining/catering/>