Procedure for Ordering Food Service catering through Special Events and E-Procurement

Food Service Catering orders go through Special Events Only.

Pace Dining Services may only be contacted for food service catering and menu consulting only.

Pace Dining Services will **not** accept food service catering orders directly from requisitioner.

Special Events will advise requisitioner of available menus and pricing for food service catering.

Once requisitioner has their menu information for the catering they are requesting they will place a requisition on a **Non-Catalog form through eProcurement**. There will be three (3) choices for choosing the correct vendor name location. They are as follows-

- Lackmann Culinary Services NY
- Lackmann Culinary Services WST
- Lackmann Culinary Services LAW

*Choose the vendor name that designates the campus location where the catering will take place.*

In the description section of the Non-Catalog form the following information must be referenced-

- Event
- Date
- Location
- Requested Menu

*Without this information your catering request may not be processed correctly by Special Events.*

Once the requisition is processed a purchase order number will be issued by eProcurement. The user will be required to **reference the purchase order number** on the Pace University **Special Events Space Reservation Form** in the space provided on the upper right hand corner of the form. The menu is to be completed on this form also as a cross reference to the purchase order.

Any requests for change orders are to be made through the Special Events Office **only**.

*Requests for catering will not be honored unless there is a Purchase Order.*