HOW CAN I ORDER CATERING?

Payment Request - ARAMARK only

PLAN EVENT

Forward your invoice to pbussvcs@mailbox.sc.edu attached to your original request

Submit your Guest Tracking Form

DONE!

Can I use Aramark for my event?

Can I use Aramark for my event?

NO

Look to "Purchase Order" to get your items from a grocery store OR have a BYO event!

YES

Submit an event approval form to your supervisor

Did my supervisor approve my event details, event lead and safety plan?

YES

Place your order with Aramark based on the event details from your request

NO

Contact your supervisor to find out what you can do to make your event happen!

NO

Change your request based on Aramark's availability - confirm with your supervisor via email

YES

Hold your event with Aramark, receive an invoice via email after event

YES

Can Aramark meet my needs?

NO
**HOW CAN I PURCHASE PRE-PACKAGED FOOD?**

**Blanket Purchase Order - Grocery Store**

**PLAN EVENT**

1. **Can I get my items from our local grocery store?**
   - **NO**
     - Work with supervisor to see if reimbursement is an option OR plan a BYO event!
   - **YES**
     - Submit a blanket PO to your grocery store using the Houng Request form

2. **Am I requesting items for an event that are not pre-packaged?**
   - **NO**
     - Submit an Event Approval Form and reference your blanket PO in the "Comments" field
   - **YES**
     - Work to see if you can use Aramark instead

3. **Scan your receipt to pbussvcs@mailbox.sc.edu with your event details and PO number + drop in mailbox in Patterson**

4. **Submit your Guest Tracking Form**

**DONE!**

**Shop with your blanket PO at the grocery store - receive a receipt and charge slip from the cashier**

**Contact your supervisor to find out what you can do to make your event happen!**

**Did my supervisor approve my event details, event lead and safety plan?**

**Contact your supervisor to find out what you can do to make your event happen!**
HOW CAN I GET REIMBURSED FOR A PURCHASE?

LAST RESORT!

PLAN EVENT

Can my items be provided through a vendor who accepts POs, Payment Requests or PCard?

YES

Use one of these options instead of spending your own funds!

NO

Check with your supervisor to see if you can use your own funds for reimbursement

Did my supervisor approve my initial request?

YES

Did my supervisor approve my event details, event lead and safety plan?

YES

Submit an Event Approval Form to your supervisor

NO

Work with them to find out what you can do instead!

NO

Contact your supervisor to find out what you can do to make your event happen!

YES

Move forward with your purchase for your event

NO

Submit your Guest Tracking Form

TRANSACTION COMPLETED! 

Scan your receipt to pbussvcs@mailbox.sc.edu with your original request + drop in mailbox in Patterson

DONE!
How can I get supplies for my community?

Plan Event

Submit your Guest Tracking Form after the event

Follow up with the business office on your purchase - if you used a PO make sure to send in receipts!

Done!

Submit an Event Approval Form to your supervisor

Business Office will carry out the process of a PO, Payment Request or PCard Purchase

Can my items be provided through a vendor who accepts POs, Payment Requests or Purchase Card?

No

Look to the Reimbursement process

Find out which process your vendor prefers and move forward with their preference

Fill out a Housing Request and get approval. Does my supervisor approve?

Yes

Submit the form to pbussvcs@mailbox.sc.edu

NO

Work with them to find out what you can do instead!

NO

Is my purchase related to a specific event?

Yes

Submit the form to pbussvcs@mailbox.sc.edu

NO

Work with them to find out what you can do instead!