Job Aide: How to Place a Catering Order

**Step 1:** Access Nutrition Services Catering Request Form by going to this link:


**Step 2:** Select Continue.

**Step 3:** Click on the blue ellipsis to autofill the Job ID.

**Step 4:** Use the drop-down arrow under Rationale to enter the Rationale (1-4) for the order. Below are the corresponding rationale options:

1 – Beverages Only (in-district billing)
2 – Food and Beverages (in-district billing)
3 – ASB
4 – Outside Billing

**Step 5:** Complete all remaining fillable fields for the order – Customer, Contact Name, Email address of the Approver, Event Name, etc.

*Event times will be the time food will be served. If you would like it to be set up earlier or have any other notes about event time, these can be included on the next screen.*

**IMPORTANT!** You must enter the email address of the budget approver for the order.
For example, the budget approver for a school function would likely be the principal. The budget approver will receive an email that they must respond to in order to approve the event.

**Step 6:** Select from the drop-down menu, the GL budget code that the event will be charged to and the percentage of the cost that should be billed to that budget.

*For example, if you only have one budget code, select the budget code and enter 100%. If you would like to split the cost between two budget codes, select both and enter 50% next to each.*

**IMPORTANT!** The object code for Catering orders, which is an internal food and beverage purchase, is **000007**. This is different than the food and beverage budget code that you may be using for a store purchase of snack foods (556106)

**IMPORTANT!** What steps should be taken if the GL budget code is not found in the drop-down menu?

- Confirm with the budget approver, that the GL budget code is correct. *A reminder that the object code for catering orders is 000007.*
- If the Budget approver confirms that the number is correct, send an email to your Budget Analyst requesting that they verify that the GL budget code is correct. **Nutrition@bsd405.org** must be included as a cc on the email.
- The Budget Analyst must verify the GL budget code or if needed, create the appropriate GL budget code for the event to be billed to.
The Budget Analyst must then respond **ALL** to the original email, providing the GL budget code for the event.

- Once received, Nutrition Services will update the drop-down menu to include the new GL budget code as an option.
- Customer will now be able to complete their catering order request.

**IMPORTANT!** Catering orders must be submitted at least 5 business days in advance of the event date. Any discussions related to appropriate GL budget codes being created needs to be completed in advance of this 5-day window.

Step 7: Once all fields are filled, select Continue

Step 8: Search by item or select the item(s) you would like to order. When selected, the item will be added to your order on the right side of the screen:

![NUTRITION SERVICES WORK ORDER REQUEST](image)

**Step 9:** Enter quantity for each item selected in your order.

**Step 10:** Enter any special instructions such as meat or pizza topping preference, bread preference for sandwiches, decaf coffee, etc.

![NUTRITION SERVICES WORK ORDER REQUEST](image)

**Step 11:** Once all items are added, select “Continue”.
Step 12: Review your order. If you would like to add anything, select the arrow in the yellowForgot something? button at the top.

Step 13: When the order is ready, select Submit Your Order:

**IMPORTANT!** Once submitted, an email confirmation will be sent to the person listed as the Event Contact and the Budget Approver. The Budget Approver MUST approve the request they receive through email before the event date.

For questions, contact Tamra Beck at catering@bsd405.org or beckt@bsd405.org.