

## HOW TO PLACE FOOD ORDERS

1. Talk to your fund manager regarding funding issues. If you plan to have alcohol, you will need to confirm that the funding source does not prohibit it.
2. Check with your fund manager to see if the vendor you want to use is set up in the AP system. If not, invite the vendor via PaymentWorks at least 2-4 weeks prior to the event. **NO EXCEPTION.** Otherwise, we will not be able to pay them. (We prefer UCLA Catering, but they usually need at least 1 week advance notice.)

### PAYMENTWORKS LOGIN

3. Once you have confirmed that the vendor is set up in the system, you may place the order. Below are the maximum allowed meal rates per person, inclusive of all food and drinks.

Breakfast: \$31

Lunch: \$54

Dinner: \$94

Light Refreshments: \$22

(Revised rates link: <https://www.travel.ucla.edu/policy-resources/reimbursement-allowances-mileage-meals>)

**If the vendor requires a signed agreement, please do not sign anything.**

Only the central Purchasing office is authorized to sign purchasing agreements on behalf of the University. Your fund manager will have to submit the request to the Purchasing office.

4. Ask for a quote, and email it to your fund manager for a Purchase Order (PO). Include in the email at least:
  1. Name of the event
  2. Event date, time, location
  3. On-site contact name and phone/cell number
5. You email the PO to the vendor directly and coordinate the order and delivery.
6. If you're using a different vendor for drinks, same procedure as above.
7. At the event: Provide a sign-in sheet at the event if you do not have online registration. We need to provide names, affiliations, and role/title. (Ex: Joe Bruin, UCLA Urban Planning, Grad Student.) Please number the list.

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8. After the event, within 5 days:
  - o Scan and email your fund manager with the following:
    1. Invoice
    2. Guest List (please number and alphabetize them)
    3. Event Flyer or Announcement
    4. Entertainment Worksheet
    5. Submit the original Invoice to the fund manager
9. If you used more than 1 vendor for the same event (i.e. food, drinks, etc), you will need to submit ALL invoices related to the event at the same time as we will need to reference them each. The total cost of the event will need to include all expenses.