Chartwells and UShop have partnered to design a solution for Walk-in food purchases at each of the Chartwells locations on campus.

**A.** Locate the Chartwells Walk-In form on the UShop Dashboard in the Place an Order section.

**B.** Fill in the details of your order on the form:

1. Provide the business purpose of your event in the Product Description.
2. Indicate the estimated Number of Attendees. List the names of Attendees if fewer than 10.
3. Select the Chartwells location from the dropdown menu.
4. Indicate an anticipated dollar amount. This is just an estimate, but make it a generous estimate to ensure it will cover the actual cost. Type just the numerals - a $ sign will not be accepted.
C. Add the form to your UShop cart. Complete and submit the requisition.

D. Print the UShop PO and bring it with you to the Chartwells location in lieu of a Campus Order.

E. Chartwells will invoice against the PO, for the actual amount of the meal.