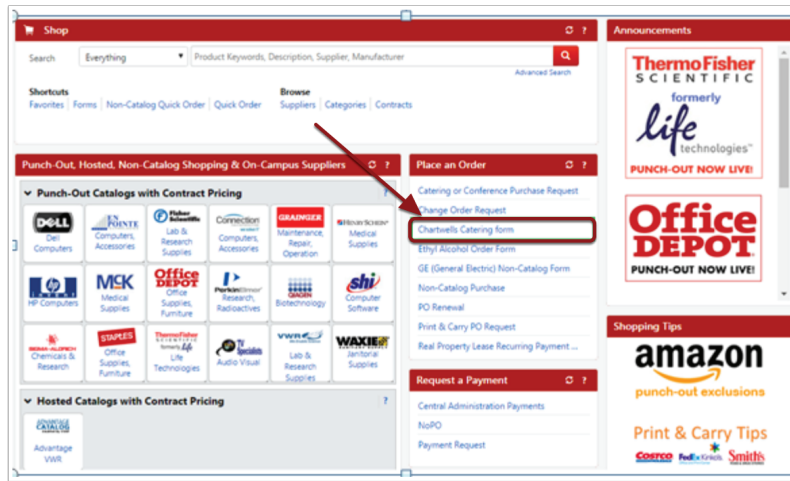


- A.** The Chartwells Catering form is located under Place an Order on the Shopping Dashboard.
Click on the form to open.



B. Complete form.

1. Product Description: Type in a description of your event, or the items you intend to buy.
2. Business Purpose: Indicate the Business Purpose of your purchase.
3. Estimated Number of Attendees: If fewer than 10, type the names of attendees in the field provided.
4. Click yes or no to indicate whether alcohol will be provided by supplier.
5. If yes, indicate the estimated dollar amount for alcohol.
6. Cater Trax Invoice Number: Enter the invoice number generated by Cater Trax.
7. Amount: Enter the dollar amount indicated on the Cater Trax invoice.
8. External Attachment: Attach the Cater Trax Invoice here.

UShop Operations
Financial & Business Services
University of Utah
201 S. President's Circle, Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Chartwells Catering Purchase Request

Instructions

Effective July 1, 2017 Chartwells will no longer accept paper Campus Orders. You must use a UShop PO to order from Chartwells Catering. You may use a PCard at Chartwells walk-in dining locations only.

Use this form to complete an order with Chartwells Catering. For simple food purchases totaling less than \$5,000 consider using P-Card instead.

- Place your catering order online with Chartwells CaterTrax.
- To complete this form, you will need:
 1. CaterTrax number
 2. A summary of your submitted CaterTrax order added as an attachment to this request.
- Single event catering and conference venue purchases are considered an exception to the standard procurement process and, although they may not need to be bid, they must have a purchase order in place before the event occurs.
- Refer to University Policy 3-031 for complete guidelines regarding entertainment expenses.

University Required Information

Fill in the Product Description and document the business purpose of the event in the corresponding boxes below. Fields shown in **bold** are required.

Product Description 1

254 characters remaining expand | clear

Business Purpose 2

500 characters remaining expand | clear

Estimated Number of Attendees 3

Names of Attendees (if 10 or fewer)

256 characters remaining expand | clear

A separate chartfield is required for alcohol. This includes bar set-up, bartenders and any other alcohol related expenses. Charges for alcoholic beverages cannot be paid from state-appropriated funds. **Only the following funds may be used to pay for alcohol:** 2000-2404, 4900-4913, 6000 or 9000. **The A/U field for alcohol purchases is always 0.**

Is alcohol part of the food and beverage provided by this supplier? 4
 No Yes 5

Chartwells Order Information

Place your Chartwells catering order using their CaterTrax system first. The CaterTrax Invoice number and amount are required in order to submit the order into UShop. Chartwells requires these for billing and order fulfillment.

CaterTrax Invoice Number 6

Amount 7

Supplier Information

Supplier CHARTWELLS
Fulfillment Address Upgrade:
 200 S CENTRAL CAMPUS DR #30
 SALT LAKE CITY, UT 84112 US
Supplier Phone +1 (801) 581-7257

Attachments

An attachment is **required** on this form. Attach the CaterTrax order summary from the CaterTrax website below.

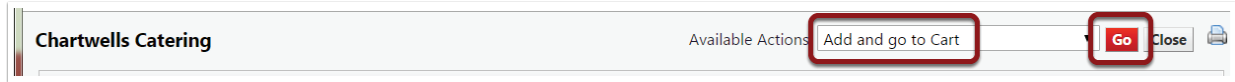
External Attachments

Add Attachments 8

Commodity Code 90101600

C. Add and Go to Cart.

When the Form is complete, scroll to the upper right corner and select Add and go to cart. Click Go.



D. This will bring you to your UShop Shopping Cart.

Name the cart appropriately and Proceed to Checkout to complete order.

