

UGA Catering

UGA Financial Management System



OneSource
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Objectives

1

Understand how to submit orders for catering by UGA Dining Services

2

Describe the UGAmart catering services process

3

Demonstrate how to complete a UGAmart catering order

4

Understand how catering orders are processed in the UGA Financial Management System



Understanding Catering at UGA

UGA Catering



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Regulations

- Food purchases are highly scrutinized for compliance with funding and reporting requirements.
- The UGA Food and Business Related Entertainment Policy regulates all food purchased for events and meetings, including Campus Catering services.
- The Food Reference Purchase Chart outlines the funding sources that may be used when making food purchases and provides some broad examples of allowable purchases.
- The purpose of the meal and the group being served in the event directly impact methods of payment and required documentation.



Food and Business Related Entertainment Policy



Food Reference Purchase Chart

Catering Guidelines

- All event bookings must be confirmed by Campus Catering.
- Event quotes are not a guarantee or a place holder; events should be confirmed in advance.
- Events are strictly bound to event confirmation start and end time as set in the final confirmation contract.
- Any request to change an event start or end time on the date of your event must be approved by the events coordinator or manager.
- Final guest counts must be confirmed five business days prior to event date.
- Rental of chosen facility on University of Georgia or State property should be reserved prior to event confirmation with Campus Catering.

Getting Started

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What Do I Need Before Starting?

Before purchasing food or requesting catering for your event, review the Food Policy Chart to determine what you may purchase, if it's taxable, an internal or external purchase, and the documents you will need when processing payment. The checklist below is to ensure that you have all you need to complete the work in one sitting:

- Access to a computer, tablet, or mobile device with Internet connection
- Access to Cisco AnyConnect (VPN) if off-campus
- Knowledge of:
 - Payment Method
 - Event Date
 - Catering Type
 - Location
 - Number of Attendees
 - Applicable policy requirements



How to Request Campus Catering

- Campus catering services are initiated through the Request Quote link at catering.uga.edu



- Quotes are then forwarded through the department for approval.
 - Meals for employees may require the Group Meals Authorization Form.
- Catering contract and final invoice are generated.



Request for Catering Quote link



Group Meals Authorization Form



Catering in UGAmart

- All final internal invoices are loaded into UGAmart by Auxiliary services and assigned to a departmental requisitioner.
- Catering related carts will include DS Catering Services in the cart name.
- The Event ID and catering event are listed under the Description.
- Copies of the final catering invoice are included in the cart under Internal Notes and Attachments section.

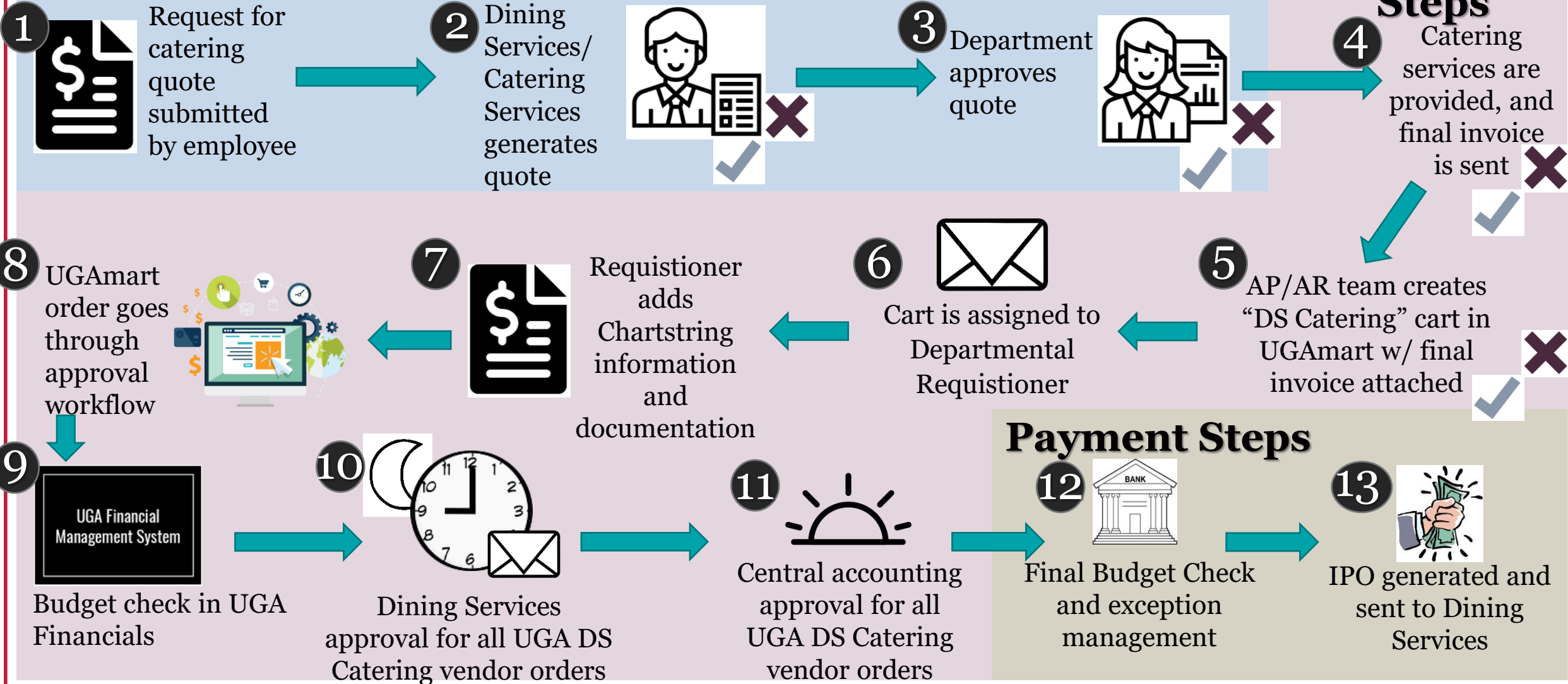
Catering in UGAmart: Requisitioners

- Once a cart is assigned, requisitioners will:
 1. Provide the correct and appropriate chartstring to fund catering services received.
 - To avoid delays, please ensure the proper chartstring has been identified and vetted by department receiving the catering services.
 2. Attach all necessary Food Purchasing documentation as required under UGA Food & Business Related Entertainment policy and the Food Purchase matrix.
 - Example: food purchased for a group event should include a flyer, email, agenda, participant listing or other documentation substantiating that the event was an official event.
 3. Once #1 and #2 have been completed - submit for departmental workflow approval.

UGA Smart Catering Order Steps

End-User Steps

UGA Smart Steps



OneSource Training Library Practice



Entering ChartField Information in UGAmart



Assigning a Purchase Requisition to a Requisitioner



Returning a Purchase Requisition to a Shopper



Approving a Requisition as a Department Approver



Returning a Requisition as a Department Approver



Rejecting a Requisition as a Department Approver

Wrap Up

Travel and Employee Expenses



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Today, you have learned to:



Understand how to submit orders for catering by UGA Dining Services

Describe the UGAmart catering services process

Demonstrate how to complete a UGAmart catering order

Understand how catering orders are processed in the UGA Financial Management System.

Resources



To browse our selection of quick reference materials, check out the [Quick Reference Materials for Employees](#) page in the OneSource Training Library.



Did we not cover your topic/question in this presentation? Check out the [UGAmart](#) section in the OneSource Training Library to explore our full collection of lessons.



Email the UGA Foundation directly at askfsap@uga.edu for questions related to Food Purchasing policy and fund usage.

We Want to Hear From You!

Evaluation:

<http://bit.ly/UGAmartCatering>



Photo/Joshua L. Jones (The Red & Black)



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Questions?

Need Help?

Call or email the
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(option 2)

