

PROCEDURE

Effective Date: November 1, 2015

Authority: [POL-U5348.16](#) Purchasing Food and

Approved By: Pete Heilgeist, Business Services Director

Beverages

See Also: [FRM-U5348.01A](#) Food and Beverage Approval (FBA) Form
 [PRO-U5348.16B](#) Purchasing Food with P-Card and Outside Vendor

PRO-U5348.16A PURCHASING FOOD THROUGH ARAMARK SERVICES

Action by:

Department

Action:

1. **Determines** if required to receive prior approval via the Food and Beverage Approval (FBA) form by reviewing the [Food Approval Grid](#).
 - a.) If required to complete the FBA form, **goes to** step 3.
 - b.) If not required to complete the FBA form and Chart 1 funds will be used, **goes to** step 9.
 - c.) If wanting to use Chart 1 funds but the event does not meet state requirements (per FBA form), **goes to** step 2.
2. **Works** with appropriate budget authority to determine if Chart 2 funding is available.
 - a.) If Chart 2 funds are available, **follows** WWU Foundation guidelines for required approvals, **goes to** step 9.
 - b.) If Chart 2 funds are not available, the food purchase is not allowed.
3. **Generates** an FBA e-sign form # by routing the form to self (FBA form# is needed to enter in Aramark, Catertrax system).
4. **Submits** "preliminary order" through Catertrax and obtains the total cost to enter on the FBA form.

Important: When FBA form required, do not submit the final Aramark order until appropriate VP approval is received.
5. **Follows** Approval/Routing Instructions located on the bottom of the FBA form and **routes** to Budget Authority.

PROCEDURE

Action by:

Action:

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|---------------------------|---|
| Budget Authority | 6. Reviews FBA form. |
| | 7. Follows <i>Approval/Routing Instructions</i> provided at the bottom of the FBA form. |
| | a.) If approves, routes to appropriate Vice President's authorized delegate as listed on the form. |
| Vice President's Delegate | 8. Follows <i>Approval/Routing Instructions</i> provided at the bottom of the FBA form. |
| | a.) If approves, " approves " form to Accounts Payable and " FYI " form to department. |
| Department | 9. After receiving all required approvals, finalizes order through Catertrax. |
| | a.) If FBA form is required, enters FBA form#, |
| | b.) If FBA form is not required, enters PO#. |
| Aramark/Catertrax | 10. Provides food and beverage services as requested. |
| | 11. Sends an invoice to the department and Accounts Payable. |
| Department | 12. If applicable, adds attendee list to FBA form if obtained after the event and follows <i>Approval/Routing Instructions</i> at the bottom of the FBA form. |
| Accounts Payable | 13. If receives an FBA form, follows <i>Approval/Routing Instructions</i> at the bottom of the form. |
| | 14. Matches invoice to FBA form and/or PO form. |
| | 15. Works with department and/or Aramark to resolve any issues. |
| | 16. Pays invoice. |
| | 17. Locks FBA form. |