

Daemen Dining Ordering and Payment Procedure

1. Customer places catering order with Conference Services
2. The order is entered into the catering system and a dining contract is created by Daemen Dining for a cost **estimate**.
3. The dining contract is sent to conference services for approval by the customer.
4. Customer reviews and approves contract – any changes made will generate a new contract up until deadline for changes. Do not submit any paperwork or request to the Business Office until after the event - wait to receive the invoice.
5. An **invoice** for the event will be sent to the customer within 24 hours after the conclusion of the event. This invoice will include the final amount due, including bar charges (if applicable).
6. Once the invoice has been received, it will need to be processed for payment:

E-procurement:

- A. Create a “payment request”
 1. **Request Date:** defaults to entry date – change date to reflect the date of the event to ensure correct budget year is charged.
 2. **Vendor ID** (use 129583 – Hallmark)
 3. **Invoice number** (as shown on invoice – event number)
 4. **Invoice date** (as shown on invoice)
 5. Click “add item”
 6. **Description** (date and event name); Qty = 1 and Price is total of invoice.
 7. Add account/Department number
 8. Total can be split between multiple budget lines within a department/office (choose “Add GL account” if amount needs to be split). See step B below if the cost is to be split between more than one department/office.
 9. Click “add item”
 10. Choose “save and attach” to attach a PDF copy of the invoice for approver reference.
- B. If more than one department/office shares the expense of the invoice, each area will have to submit a payment request for their portion of the expense. Please write note in “**internal comments**” box saying that “X” department/office is paying the balance of the invoice. You may get a warning if multiple people are using the same invoice number – it is ok to continue even with this warning.
- C. Invoices are paid weekly to Daemen Dining (Hallmark). Please be sure to submit your Payment request within 2 business days of receiving your invoice to allow time for approvals and timely payment of the charges.

Paper purchase requisition form (PR) Only if you do not have access to E-procurement

- A. If not yet trained for E-procurement, continue to use paper PR form to obtain necessary approvals and indicate budget number to charge – attach the invoice to the PR form and send to Business Office.