Sodexo Catering

Transactions in BuyUSI

Guide

About this Guide

This guide sheet is meant to provide users with steps on how to enter BuyUSI Transactions for Catering through Sodexo.

Please direct all questions about P-Card usage and BuyUSI transactions to Jeff Sponn at jsponn@usi.edu or at extension 1982 (812-464-1982).

New Procedure

- Through the new procedure, all food is procured in one of two ways:
    1. Through BuyUSI or
    2. University Purchasing Card (P-Card).

- All catered functions and vouchers now go through BuyUSI, just as all other vendors and suppliers.

- A 14-day notice is required when ordering food

- A Purchase order is required for all University catering events

- Standing purchase orders are encouraged for events with the same business purpose. i.e. orientation, SGA, student events only

- P-Cards will be used only at retail locations such as Chick-fil-A, Red Mango, Sub Connection, etc. Department Eagle Access cards will no longer be used as of August 1, 2019.

Process for creating a BuyUSI Transaction for Sodexo

1. Obtain a Catering Contract/Reservation from Dining Services for your event:
   - Send an email to catering@usi.edu OR
   - Call the USI Dining Services 812-465-1652

2. The Financial Manager must sign the contract (Reservation)
   - Save the contract/reservation so that it may be uploaded to the BuyUSI Transaction in the External note (see steps below).

3. Enter a BuyUSI transaction:
   - Non-catalog order
   - Chose Vendor: Sodexo Inc. & Affiliates
   - Unit of measure should be LOT
   - Quantity should be One (1)
   - When entering the price, use the price on the contract plus an additional amount to allow for changes closer to the event. Sodexo is only going to bill based on final numbers provided to them.
     - Example: the cost listed on the contract/reservation is $425.58…consider increasing that amount to $600 on the transaction).
   - Order Type:
     - Regular order (unless the order qualifies as a standing order-see above)
   - External note:
     - Type the following:
       - Email order to afisher1@usi.edu and CTyler@usi.edu
       - Amount of purchase order is estimated. Final totals will be provided directly to Sodexo before Sodexo deadline.
       - Reservation number
   - External Attachment:
     - attach the signed contract/reservation form
   - Provide the description and business purpose for the event.
   - Enter the correct FOAP for the event.
   - Complete the transaction and request approval
   - Once approvals are in place, Procurement turns the transaction into a Purchase order and sends the completed purchase order to Sodexo.

4. Sodexo acknowledges receipt of the purchase order and provides service for the event

5. After the event occurs, Sodexo sends an invoice to Accounts Payable referencing the purchase order number on the invoice.

6. Accounts Payable applies the payment to the FOAP on the purchase order

A new PO number is created for each regular order.

Standing POs have a list of each event date-the same PO number is used for these invoices.

Non-Student Organization funds that have been recognized as student organizations in the past follow this process but will still be given the student organization discount pricing by Sodexo.

Process for Student Organizations

1. A standing PO is created by Student Development for the fiscal year.
2. The student organization submits an [Event Request Form](#) to Special Events and Scheduling Services.
3. Special Events and Scheduling Services provide a confirmation, including a reservation number, ensuring an 84xxx fund is used. Student organization works with Catering Services to obtain an estimate of food costs; Sodexo then issues an estimate to the student organization.
4. Student organization obtains financial manager's signature and returns signed estimate to Sodexo.
5. Sodexo prepares invoice using the standing PO number and submits to Accounts Payable.
6. Accounts Payable charges the invoice against the PO and changes the populated FUND/ORGN to match the FUND/ORGN on the copy of the estimate (attached to the invoice).
7. Financial Manager receives Accounts Payable invoice email once the invoice has posted.

Note: Any catering PO requisition entered in BuyUSI with less than 14 days' notice must be approved by Ann Fisher in [Catering Services](#).