

# ***Student Organization Food Order Policies & Procedures***

There are two methods of ordering food for members of a student government organization. Those wanting to charge the expense to a university purchase card must use the first method.

## **METHOD 1: EZ Cater**

Go to [www.ezcater.com](http://www.ezcater.com) and create a free account

**Click Start New Order.** It must include:

- The delivery address – You must create one even if you wish to pick up your order
- Select the date you want the food
- Select the time of delivery or pickup
- Enter the headcount for the number you expect to attend
  - (If this number is 10 or less, you'll need to complete a Sign-in Form and email it to [lawadvancement@okcu.edu](mailto:lawadvancement@okcu.edu) the next business day after your meeting/event.
- **Click Find Caterers** or select from those already showing on your screen and make your food selections. **Add your selections to the cart** (*Please don't forget the tip line if you choose to leave one*)
- **When your order is complete, click Checkout** (*Enter specific delivery information on the next screen*)
- Click Continue Checkout (*if necessary*)
- Click Invite Colleague (*Do not enter your payment information*)
- In the Invite email addresses....Enter [lawadvancement@okcu.edu](mailto:lawadvancement@okcu.edu)
- In the Add a message box.....Please list the name of your student organization
- Click Send Invites
- You will be sent an email confirmation once the order has been accepted

**THIS MUST BE COMPLETED AND SENT TO [lawadvancement@okcu.edu](mailto:lawadvancement@okcu.edu) five (5) business days prior to your event.** *If the person creating the order is not the Pres. or Treasurer of the student org, an email from one of them approving use of the organization's funds for this purchase must be sent to [lawadvancement@okcu.edu](mailto:lawadvancement@okcu.edu).*

**METHOD #2** – If not using EZ Cater, a student may opt to use their personal funds and seek reimbursement. If so, you will need to complete an OCU Payment Form. The payment form must be signed by the President or Treasurer of the student organization affiliated with the purchase as the Approving Official. Your submission must include the following:

- A completed Oklahoma City University Payment Form
- A detailed receipt for each purchase listed on the form. The receipt must include all individual items purchased on the food order. A receipt that only shows the total amount is not acceptable. It must also show the last four digits of the form of payment or clearly indicate cash was the form of payment
- Indicate the number of people that attended
  - (If this number is 10 or less, you'll need to complete a Sign-in Form and email it to [lawadvancement@okcu.edu](mailto:lawadvancement@okcu.edu) the next business day after your meeting/event.
- Each receipt and signed payment form must be scanned and submitted in a pdf format only and attached to your email.

### **General rules for either method**

- . Alcohol purchases are not eligible for reimbursement
- Each expense shall be incurred by one individual only. Reimbursement of more than one person per receipt is not allowed.