SAS Catering Quick Guide
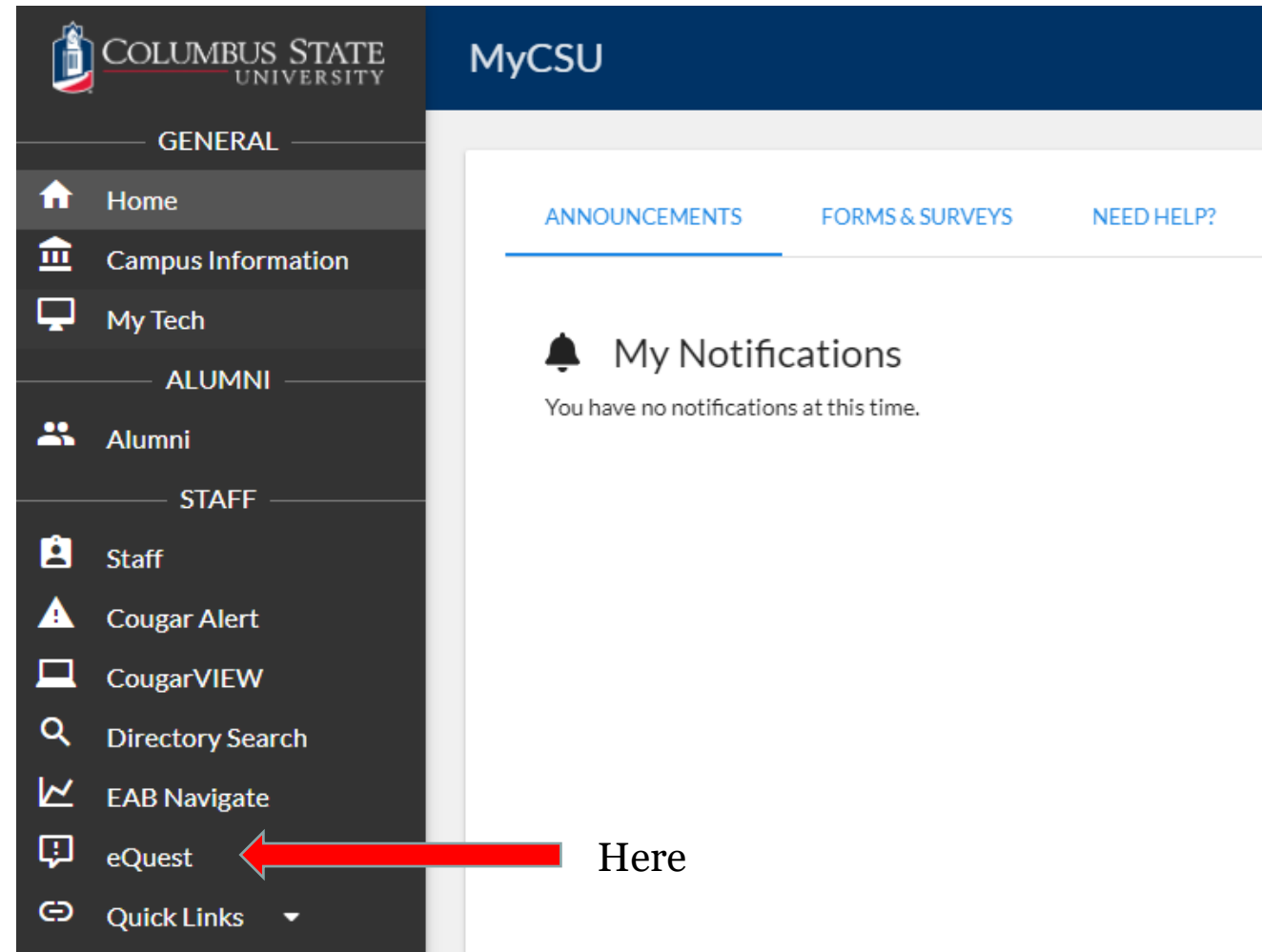
To initiate an eQuest for SAS

- Log into MyCSU
- Click on eQuest

eQuest Questionnaires and Categories are being updated regularly to improve service delivery

eQuest COLUMBUS STATE UNIVERSITY **eQuest**

Welcome to the Self Service Support Portal!

How may we help you today?
Please click one of the support areas below to begin.

Shared Admin Services (SAS)

Facilities	Technology	University Support Services	Shared Admin Services	Printing Services	Facilities Allocation Request
Request Services for Building Maintenance, Transportation, Vehicle Maintenance and Reservations, Campus Planning, Environmental Safety	Submit a request for any technology assistance	Event Support, Custodial, Grounds, Event/ Building Signs, Furniture, Receiving	Request Budget, General Items, Travel, and other items	Request various print orders, personalized printing, large prints, and addressing	Request approval for office moves

View My Approval(s)

You currently have 0 approval(s) pending completion.

View My Open Request(s)

You currently have 19 request(s) open

View ALL My Request(s)

You have created 60 request(s).

Budget	General Admin	General Procurement	Invoicing	Reimbursement	SAS Aramark	Technology Procurement
Place a request for a budget balance or a budget amendment.	Request help with general administrative support, faxing, and limited human resource forms.	Place a request for purchasing items and services not related to technology.	Requests for invoicing internal and external clients or pay a bill or invoice (not for travel).	Place a request for non-travel reimbursement. Travel reimbursements requested via Travel eQuest.	Place a request for Aramark CaterTrax Approvals. Must be placed prior to ordering catering.	Place a request for purchasing technology. Other purchases should be done via General Procurement.
New Request	New Request	New Request	New Request	New Request	New Request	New Request

Travel
Request to travel. This includes payment, registrations, and virtual conferences.
New Request

NEW

COLUMBUS STATE UNIVERSITY

The Catering Questionnaire will look and work like other purchasing request you have submitted in the past

The questionnaire will request needed details

- Event / Date / Time
- Funding Source
- Maximum Budget Spend
- Operational Budget Approver(s)
- Type of Function
- Other Justification Information

A SAS Specialist will be assigned your eQuest

- Assist you from start to finish
- Help to obtain pre-approval for event
- Provide "Special Name" for CaterTrax order
- Ensure proper documentation attached
- Follow up after event to process invoice payment

SAS Aramark

This is for Catering Approval **PRIOR** to placing an order in CaterTrax. Do not initiate a CaterTrax order until approval is given. A SAS Specialist will provide you with your CaterTrax approval and a specialized "Order Name" that will be used for tracking this eQuest and payment to Aramark once your event is complete.

THIS IS NOT YOUR CATERING ORDER.

Aramark is unable to fill orders with less than 48 hours notice.

Order Information

Date and time of event: *

What department/organization is this request for? *

Type of Function? *

Funding Source *

Maximum Event Budget Allowed to Spend on Food and Drinks? Per Diem Rates:Breakfast: $13.00Lunch: $14.00Dinner: $23.00 *
(Include estimated cost of alcohol if being served and charged)

Justification for Event:

If you need to use more than one fund source, please list chart string(s) below and the dollar amount or percent to charge to each. (At a minimum include each Fund/Department and amount to charge for each)

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Type of Function

- Click on event type being hosted

Type of Function? *

Student Event
Academic Programs
Athletic Meals
Employee Group Meal (Must be approved by President)
Volunteer Event
Sponsored Conference/Camp/Workshop
Other

- If choose "Other" a new box will pop up requesting details

Type of Function? *

Other

Explain

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Funding Source

- Click on type of funds to be used

Funding Source *

Student Act Fee
State Funds
Foundation Funds (Alcohol ONLY - taxes inclusive in cost - no tax)
Foundation Funds (Food Order - must include tax)
Grant
Custodial Funds - must include taxes
Sales and Svc Revenue

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Maximum Event Budget Allowed to Spend on Food and Drinks? Per Diem Rates:Breakfast: $13.00Lunch: $14.00Dinner: $23.00 *
(Include estimated cost of alcohol if being served and charged)

Maximum Budget Spend

- Calculate estimated amount needed for your catering event
  - ➢ Alcohol needs to be on a *separate* eQuest
  - ➢ Alcohol will have a *separate* budget and approval
  - ➢ Alcohol must be Invoiced by itself *separately*
- If at any time changes are requested that would EXCEED the approved budget, the requester needs to notify SAS via the original eQuest or by sending an updated quote to shared_services@columbusstate.edu requesting a budget increase approval and the amount needed
  - ➢ SAS will request the budget increase approval and notify the requester via eQuest approved / not approved
  - ➢ SAS will notify Aramark via email - budget increase was approved / not approved
- If per diem rates are necessary, SAS will verify State Guidelines are being followed and obtain required signatures

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Justification for Event:

If you need to use more than one fund source, please list chart string(s) below and the dollar amount or percent to charge to each. (At a minimum include each Fund/Department and amount to charge for each)

Provide Event Justification

- Information will be used to obtain event approval from the Department and Dean / VP

  ➤ SAS will also obtain ELT Approval for Events with a budget over $5K

- If planning an event outside of Aramark requiring **Reimbursement**, document that information here

  ➤ Reimbursement must be from a Foundation Fund

  ➤ Specify "requesting budget approval for reimbursement"

  ➤ After the event is over, you must submit all receipts to receive your reimbursement

- If using more than one funding source - document the information in this space

  ➤ Include each funding source and the specific amount to charge each one

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Payment Information

- Dean / VP – the person who authorizes overall expenses for your department / unit

- Operational Budget Approver for department or unit – the person who can the verify budget to cover expenses and provide the funding source for your event

- Requester – the person submitting the eQuest and who will be responsible for providing required information and updates regarding event

Dean/VP Approver for department or unit: *

Operational Budget Approver Information

First Name *   Last Name *

Phone Number *   Email Address *

Requester Information

First Name *   Last Name *

Phone Number *   Email Address *

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Payment Types

Payment Information

Select the proper budget type. *

[dropdown]

- In Kind (Authorized Use Only)
- Taxable (Foundation Charge - Fac/Staff/Cmty)
- Non-Taxable (Foundation - Alcohol) with separate Invoice
- Tax Free (State Fund Only)

Only Choose In Kind if you have been given authorization to use

In Kind
Must Include Taxes & No Alcohol can be charged

Select the proper budget type. *

In Kind (Authorized Use Only)

Select Approver for "In Kind" Budget

[dropdown]

- The President
- The Provost
- The VPBF
- The VP Student Affairs
- The Athletic Director
- The VP Advancement
- Jennifer Joyner (Remaining Balance/Large Gatherings)
- Other

Select the proper budget type. *

In Kind (Department Catering Allowance)

Select Approver for "In Kind" Budget

Other

Name

Foundation
Food - Include Taxes
Alcohol - Separate eQuest & Invoice (must NOT include Tax)

Select the proper budget type. *

Taxable (Foundation Charge - Fac/Staff/Cmty)

For Alcohol Select This Option and "Yes" below under Alcohol Question

Non-Taxable (Foundation - Alcohol) with separate Invoice

ELT Approver

Account Name

Department Name

Foundation Account Number

Alcohol

Is alcohol being served? *

No

State
Tax Free & No Alcohol can be charged

Select the proper budget type. *

Tax Free (State Fund Only)

ELT Approver

State Budget

FUND

DEPT ID

PROGRAM

CLASS CODE

PROJECT CODE

Alcohol

Is alcohol being served? *

No

COLUMBUS STATE UNIVERSITY

Select the proper budget type. *

Non-Taxable (Foundation - Alcohol) with separate Invoice

ELT Approver

Account Name

Department Name

Foundation Account Number

Alcohol

Is alcohol being served? *

Yes

You must submit a separate Alcohol Approval eQuest via University Support Services (USS) to serve alcohol at any CSU event.

You must ensure a CSU Officer is requested and present for all events serving alcohol via the eQuest to USS.

Only specific CSU locations are allowed, by permit, to have alcohol on premises.

Alcohol Purchases

- Always charged to a Foundation Account

- Always charged as only item on an Invoice

- Taxes calculated in overall cost, do not include on Invoice

- Requires USS approval

- Requires CSU Police Office on site

- Allowed at specific CSU locations

- Must hire approved CSU Bartender(s)

Location of Event

Have you requested approval for the location of your event? *

[▼]

If No - Links to Cougar Scheduler

Have you requested approval for the location of your event? *

No   ▼

Click here to request an event location. Location should be approved prior to requesting catering.

Cougar Scheduler

- Options: Yes, No, Maybe

- USS eQuest for additional needs

- Provide any attachments necessary

Click Ok to Submit

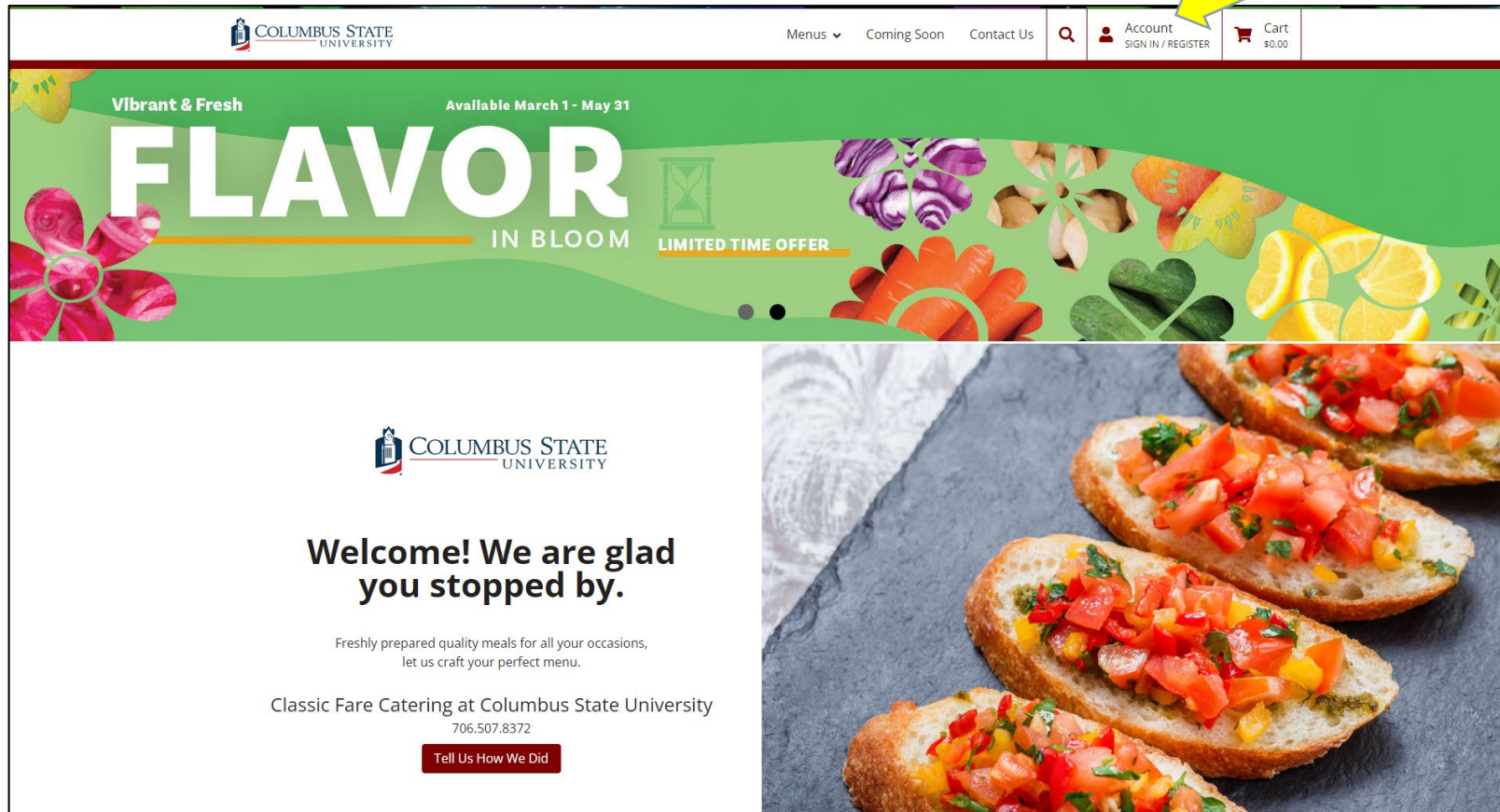**Your eQuest will be assigned to a SAS Specialist who will begin the approval process**

CaterTrax Order

SAS Specialist will respond to Requester via eQuest with the "Special Name" to use for creating the CaterTrax Order

Sign In or Register if 1st Time User

- Some people may have accounts that were created for them if they have ever previously called to place an order.

Send to SAS for Final Review & Approval
- Ready to print copy
- After emailed from Aramark

It will look like the below order with the order name at the top in blue

Order Name: **SR246789_$250_ResidenceLifeStudentStaffTraining_10.09-10.11.23_NT**

- **This step is Aramark's approval to proceed with your event**

- Aramark can not officially host your event until this step is complete

- SAS validates all state and budget policies have been followed and

  notifies Aramark the quote is approved

Adding Attachments to an eQuest

1. Print the quote as a PDF and attach it to the original eQuest.

2. Open eQuest and Locate your eQuest number

3. Add the quote in the "Attachments" box.

DO NOT COMPLETE A SEPARATE eQUEST FOR AN INVOICE

Step 1

1st — File

2nd — Print

3rd — Microsoft Print to PDF

4th — Print

Choose a PDF Option and Print / Save

Step 2

Here → eQuest

Here → View My Open Request(s)

You currently have 0 request(s) open

Step 3

Ticket Number: SR253269   Update Request   Close Ticket   View Attachments

*Note: Need to upload an attachment? Use "Attachments" to do so.

Attachments → Here

Creation Date: 04/07/2023 8:36:46 am
Recipient: Tinsley, Kele
Ticket Information:
Date and time of event: 05/20/23 9am-11am
What department/organization is this request for?   SAS
Type of Function?   Student Event
Funding Source   State Funds
Maximum Event Budget Allowed to Spend on Food and Drinks?
(Include estimated cost of alcohol if being served and charged)

Aramark Invoice

- Friday after event invoice sent out
- Customer and SAS receive copy
- Order Name on both match
- Total does not exceed budget
- SAS verifies and pays invoice

INVOICE

aramark

Please Remit Payment to:

TO:

Aramark Dallas Lockbox
P.O. Box 978839
Dallas, TX 75397 -8839

Profit Center: 500273800 - Columbus State Univ.
Invoice Number: 500273800-008999
Invoice Date: 3/8/2023

For additional information on this Invoice, please contact:
Tommy Brown 706-507-8370,
brown-thomas9@aramark.com

PLEASE PAY THIS AMOUNT
136.81

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
3/6/2023	sr248536_$200_WritingWorkshop_3.6.21_T			
	Regular Coffee Decaf and Hot Water with Tea Bags - per gallon	$65.97		
	Iced Water - per gallon	$4.58		
	(V) Individual Yogurt Cups - per each	$31.08		
	(V) Trail Mix - per person	$23.88		
	Order Tax		$11.30	
		$125.51	$11.30	$136.81

Any amount charged (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing.

Net Amount:	$125.51
Tax:	$11.30
Total Amount:	$136.81

Terms: Due Upon Presentation

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance copy with your payment to ensure proper credit to your account

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Order Name: **sr248536_$200_WritingWorkshop_3.6.21_T**

Classic Fare Catering at Columbus State University
4225 University Avenue,Columbus,GA 31907
706.507.8372

QUOTE #32160
Monday, 3/6/2023
Ordered On: 3/2/2023
Last Modified: 3/7/2023 1:16:03 PM
Complete

Customer Information

First Name:	
Last Name:	
Department:	
Email:	
Phone:	
Work Phone:	

Payment Information

Payment Type :	Department Billing
Name of Department:	
Responsible Person:	
Dept. Account #:	
Policy Acceptance:	I Accept	BI
Event Authorized By:	Event Not Yet Authorized

Delivery / Pickup Information

Select Location:	Classic Fare Catering at Columbus State University
Method:	On Campus Delivery - Other Areas
Delivery Contact:	
Delivery Phone:	
Purpose of Event:	Writing Workshop
Building:	Frank Brown Hall - Riverpark Campus
Room #:	

Event Information

Internal Event?:	True
Guest Count:	12
Pick-up/ Delivery Date:	Monday, 3/6/2023
Meal Start Time:	10:00 AM
Meal End Time:	11:30 AM
Meal Set Up Time:	9:30 AM

FOOD	Qty.	Price	Ext.
(V) Trail Mix - per person	12	$1.99	$23.88
(V) Individual Yogurt Cups - per each	12	$2.59	$31.08

BEVERAGE	Qty.	Price	Ext.
Regular Coffee, Decaf and Hot Water with Tea Bags - per gallon · Please deliver to Illges Hall 318 by 9:30 AM - (Special Instructions)	3	$21.99	$65.97
Iced Water - per gallon · Please deliver to Illges Hall 318 by 9:30 AM - (Special Instructions)	2	$2.29	$4.58

* Any amount charged by Aramark (such as an administrative, service, delivery, labor, or other charge or fee), unless expressly designated as a tip or gratuity, is not for the benefit of any employee(s) and is not a tip or gratuity. Charges or fees other than those designated as tips or gratuities are not distributed to employees except where expressly stated otherwise in writing.

Order Totals

Sub Total	$125.51
Tax (9%)	$11.30
Order Total	$136.81
Balance Due	$136.81

Special Instructions

FRUIT CUPS INSTEAD OF YOGURT CUPS!!!!!

EQUEST APPROVED 3.02.23

Quote #32160

COLUMBUS STATE UNIVERSITY

CaterTrax

- Create a Catering Order

| Flavor in Bloom | All Day Meeting Packages | Breakfast Menu | Sandwich Collections | Beverages | Desserts |
| Buffets | Boxed Meals | Receptions and Stations | Breaks | Alcohol Services | Custom Menu Request |

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CaterTrax

- [Catering Menu's](#)

Flavor In Bloom

Fresh ingredients that express the best of natures bounty.

March 1st - May 31st, 2023

Order Now

Summer Vibes

Featuring grilled and chilled flavors of summer.

June 1st - August 31st, 2023

Coming Soon

Global Street Eats

Take your taste buds on an adventure.

September 1st - October 31st, 2023

Coming Soon

Can't find what you ordered last time? Call us!

706.507.8372

Contact Us

COLUMBUS STATE UNIVERSITY

Catering an Event: Check List

- ❑ Research cost of meal options in CaterTrax without creating an order, by just clicking through menu tabs

- ❑ Ask Dept Chair (or whoever authorizes your funding) for Budget Limit

- ❑ Submit eQuest for funding approval to SAS (Food & Alcohol must have *Separate eQuest, Budgets, and Invoices*)

- ❑ Reserve event space via Ad Astra or Room Request

- ❑ Receive funding authorization from SAS with assigned "Special Name" to submit CaterTrax order

- ❑ Sign in to CaterTrax: columbusstateuniversity.catertrax.com and create your order

- ❑ Enter the "Special Name" that was provided to you in the "Order Name" space

- ❑ Receive event confirmation (refer to slide #14)

Continued

- ❑ Review order for accuracy. If changes are required, exchange details with Aramark until quote meets event requirements

- ❑ Print the quote as a PDF and attach it to the original eQuest (refer to slide #15)

- ❑ If order changes exceed budget limit, you must request a budget increase via the same eQuest, and Aramark must receive approval before proceeding (SAS will process budget increase request and notify Aramark and Customer if approved / denied)

- ❑ Hold Event

- ❑ Receive Invoice from Aramark (*usually* on the Friday after an event is held)

- ❑ Verify accuracy of final order information and Invoice (If paying for food using Foundation Funds – taxes must be included)

- ❑ Attach correct invoice to original eQuest in SAS

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Any Final
Q & A

Contact Information
Shared Administrative Services
706-565-1270
shared_services@columbusstate.edu

Contact Information
Classic Fare Catering
706-507-8372

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