



Nathan Williams &lt;ncwillia@andrew.cmu.edu&gt;

**GCS Release Catering Invoice**

1 message

**Catering Services** <catering@andrew.cmu.edu>  
To: Nathan Williams <ncwillia@andrew.cmu.edu>

Mon, Apr 30, 2018 at 2:11 PM

Hi Nathan,

I've attached an invoice for your requested food – this is just a quote.

If you want to move forward with the order, we just need an oracle string to charge.

Please review and let us know what we can do to help!

Thanks,

Catering

Order Name: ***GCS Release*****CulinArt with Carnegie Mellon University  
Catering**

5000 Forbes Ave, Pittsburgh, PA 15213  
(412) 268-2129

INVOICE #30894

Thursday, 5/3/2018

Ordered On: 4/30/2018

Last Modified: 4/30/2018 2:05:08 PM



## Customer Information

First Name:	Student
Last Name:	General Order

Delivery / Pickup  
Information

Method:	Delivery
Delivery	Nathan Williams

Department:	Student Orders
Email:	<a href="mailto:catering@andrew.cmu.edu">catering@andrew.cmu.edu</a>
Phone:	412.268.2129
Click To View Policies. Initial to Accept:	Student
Cell Phone:	412.268.2129

Contact:	
Delivery Phone:	TBA
Building:	Other
If Other, Enter Building Here:	Hunt Library
Floor:	1
Room:	Studio A
Serviceware:	Everything Plastic

## Payment Information

Payment Type:	Oracle Grants Mgmt. String
Account Number:	student oracle

## Event Information

Guest Count:	50
Pick-up/Delivery Date:	Thursday, 5/3/2018
Event Start Time:	5:30 PM
End Time (Catering Clean-up):	9:00 PM
Set-up Completed By:	5:00 PM

## FOOD

## Qty.

## Price

## Ext.

<b>Signature Cheese, Mac &amp; Cheese - per full tray</b>	1	\$55.00	\$55.00
<b>Chicken Fingers with BBQ Sauce and Ranch - per dozen</b>	9	\$12.00	\$108.00

<b>Vegetable Crudites with Dip - each</b>	1	\$25.00	\$25.00
<b>Pretzels (16oz bag) - each</b>	1	\$4.75	\$4.75
<b>Fudge Brownies - per dozen</b>	5	\$8.95	\$44.75

**BEVERAGES****Qty.****Price****Ext.**

<b>Student Beverages - Bottled Water - per case</b>	2	\$14.00	\$28.00
<b>Student Beverages - Canned Sodas - each</b>	34	\$1.00	\$34.00

Please confirm and sign the following:

1. The event space WILL BE opened and tables set-up 1.5 hours prior to the event

2. (this time frame may vary based on the complexity of the event)

***\*\*Please note if the event space is not opened and set up prior to our arrival, there may be a delay in catering set up completion.***

3. You have ordered the tables **including SET-UP** for the food (Also, seating tables and chairs if needed)

4. The order for set-up, tables, etc. has been placed either via:  
FMS- please provide FMS work order # \_\_\_\_\_  
UC Reservations – for events in the University Center

**Order Totals**

**Sub Total** \$299.50

**Administrative Fee** \$44.93

**Order Total** \$344.43

**Balance Due** **\$344.43**

*Set-up needed for 7am or earlier in the UC may require special arrangements with UC reservations*

Other - please specify

(Existing tables, tables ordered from an outside vendor, etc.)

What time are the tables scheduled to be set-up? ( \_\_\_\_:\_\_\_\_ am/pm)

4. Events with alcohol must have an approved Carnegie Mellon Alcohol Event Registration Form faxed to catering PRIOR to the event,

the form can be obtained from the Student Affairs Office. We can **NOT** serve alcohol unless we have a completed form PRIOR to the event.

**\*\*If Student Affairs requires security or the event is in the University Center arrangements for security must be made. Contact CMU Police at (412) 268-6232.**

Please confirm that you have ordered security If required-- (\_\_\_\_) <--Your initials.

Security officer scheduled to arrive by ( \_\_\_\_:\_\_\_\_ am/pm)

5. Please provide us with the person who will be on site the day of the event:

Name: \_\_\_\_\_

Phone

Number: \_\_\_\_\_

Cell Phone Number

(required): \_\_\_\_\_

6. Please sign below.

Your signature confirms that you have completed the list above and have provided the requested information as it applies to your catering order. Also, that the catering order has been reviewed and you agree that all the details in the order are complete and **100% accurate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send signed confirmation to catering either via fax 412.268.6588 or e-mail

[catering@andrew.cmu.edu](mailto:catering@andrew.cmu.edu).

*\*\*All catering functions are subject to an administrative charge. This charge is for administration of the catering function, is not purported to be a gratuity, and will not be distributed as gratuities to the employees who provide service to the guests. The administrative charge is subject to applicable sales taxes.*

Special Instructions

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