Carnegie Mellon

Nathan Williams <ncwillia@andrew.cmu.edu>

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,

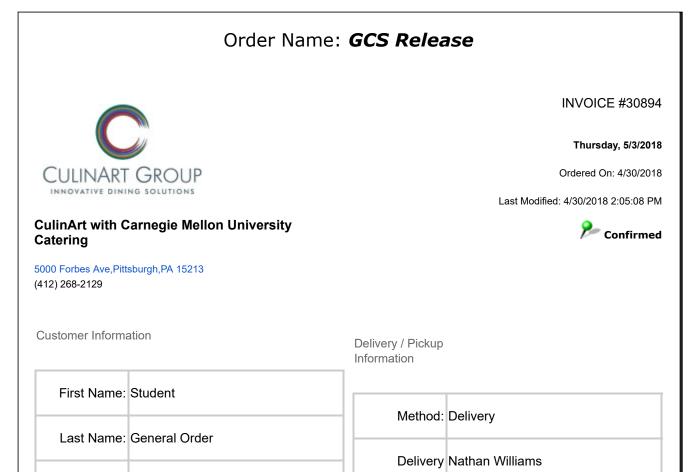
I've attached an invoice for your requested food – this is just a quote.

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



Department:	Student Orders
Email:	catering@andrew.cmu.edu
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.

Signature Cheese, Mac & Cheese - per full tray	,	1	\$55.00	\$55.00	
Chicken Fingers with BBQ Sauce and Ranch - p	per	9	\$12.00	\$108.00	

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

BEVERAGES	Qty.	Price	Ext.
Student Beverages - Bottled Water - per case	2	\$14.00	\$28.00
Student Beverages - Canned Sodas - each	34	\$1.00	\$34.00

Please confirm and sign the following:	Order Totals	
The event space WILL BE opened and tables set-up 1.5 hours prior to the event	Sub Total \$	299.50
2. (this time frame may vary based on the complexity of the event) **Please note if the event space is not	Administrative Fee	\$44.93
opened and set up prior to our arrival, there may be a delay in catering set up completion.	·	344.43
3. You have ordered the tables including SET-UP for the food (Also, seating tables and chairs if needed)	Balance Due \$3	344.43
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		

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
**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 <u>If required</u> () <your initials.<="" td=""></your>
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.

**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

Invoice #30894