ORDERING FOOD FOR MEETINGS OR EVENTS

THE PREFERRED METHOD IS USING THE VANDERBILT CREDIT CARD → START 3-5 DAYS AHEAD → CALL TO GET AN ESTIMATE ALWAYS ASK IF THEY HAVE VANDERBILT DISCOUNTS OR SPECIAL PRICING

FILL OUT THE CLUB PURCHASE APPROVAL FORM → BRING FORM TO OWEN FINANCE IN SUITE 300K (AT LEAST A DAY OR MORE BEFORE) → PLACE THE ORDER WITH VENDOR (TELL THEM IT WILL BE TAX EXEMPT)

TELL VENDOR THEY WILL BE PAID THE DAY OF DELIVERY (USING A VANDERBILT TAX EXEMPT CREDIT CARD)* → TELL VENDOR SOMEONE IN OWEN FINANCE WILL CALL TO PAY VIA CREDIT CARD (USUALLY JANET SISCO) → GIVE CLUB CONTACT PERSON NAME, #, & LOCATION. (MAKE SURE THE PERSON DOESN’T HAVE CLASS FOR AN HOUR BEFORE SCHEDULED DELIVERY IN CASE ISSUES ARISE)

CLUB CONTACT MEETING VENDOR MUST ADD TIP TO RECEIPT AND KEEP COPY THAT INCLUDES THE TIP AND FINAL AMOUNT. → CLUB CONTACT NEEDS TO SUBMIT ITEMIZED & CREDIT CARD RECEIPTS TO OWEN FINANCE AS SOON AS POSSIBLE. → CONTACT OWEN FINANCE IF YOU HAVE ANY QUESTIONS