ORDERING FOOD FOR MEETINGS OR EVENTS AT OWEN

1. **THE PREFERRED METHOD IS USING THE VANDERBILT CREDIT CARD (P-CARD)**
2. **CALL IN ORDER**
   - Tell vendor it will be tax exempt
   - (Always ask if they have Vanderbilt discounts or special pricing)
3. **START 3-5 DAYS AHEAD**
4. **FILL OUT THE P-CARD CLUB PURCHASE PRE-APPROVAL FORM**
5. **TELL VENDOR SOMEONE IN OWEN FINANCE WILL CALL TO PAY VIA CREDIT CARD**
   - (Usually Janet Sisco using a Vanderbilt tax exempt credit card)
6. **BRING FORM TO OWEN FINANCE IN SUITE 300K AT LEAST A DAY OR MORE BEFORE**
7. **CLUB CONTACT MEETING VENDOR MUST**
   - Add tip to receipt and keep copy that includes the tip and final amount.
8. **CLUB CONTACT NEEDS TO SUBMIT ITEMIZED & CREDIT CARD RECEIPTS TO OWEN FINANCE AS SOON AS POSSIBLE.**
9. **GIVE VENDOR THE CLUB CONTACT PERSON'S NAME, #, & LOCATION TO DELIVER.**
   - (Make sure the person doesn't have class for an hour before scheduled delivery in case issues arise)

CONTACT OWEN FINANCE IF YOU HAVE ANY QUESTIONS
Janet.Sisco@Owen.Vanderbilt.Edu or 615-322-5652