ORDERING FOOD FOR MEETINGS OR EVENTS AT OWEN

THE PREFERRED METHOD IS USING THE VANDERBILT CREDIT CARD (P-CARD)

START 3-5 DAYS AHEAD

CALL IN ORDER
TELL VENDOR IT WILL BE TAX EXEMPT
(ALWAYS ASK IF THEY HAVE VANDERBILT DISCOUNTS OR SPECIAL PRICING)

FILL OUT THE P-CARD CLUB PURCHASE PRE-APPROVAL FORM

BRING FORM TO OWEN FINANCE IN SUITE 300K AT LEAST A DAY OR MORE BEFORE

TELL VENDOR SOMEONE IN OWEN FINANCE WILL CALL TO PAY VIA CREDIT CARD
(USUALLY JANET SISCO USING A VANDERBILT TAX EXEMPT CREDIT CARD)

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)

CLUB CONTACT MEETING VENDOR MAY ADD REASONABLE 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
Janet.Sisco@Owen.Vanderbilt.Edu or 615-322-5652