

CATERING ORDER

Your Name: _____ I certify that I have Completed and had my Manager complete: FIN100.1.TNT.6 Obtain Business Meeting Meal and Refreshment Approval procedure.	Phone:	Date of Delivery:
Charging Organization # / Purpose:	Project:	Task:
Delivery Location (Building/Room):	Number of attendees to be served:	
A.M. Service Time:	P.M. Service Time:	
Lunch Service Time:	* A replacement fee will be charged if equipment is missing or not returned in 24 hours.	
	* A confirmation call is always placed for all faxed orders. If you do not get a confirmation call, we do not have the order.	
	* Please order early – every effort will be made to honor all requests. Sometimes, due to the volume of delivery requests at specific times, we may be unable to deliver at the requested time	
	* Please note pick-up time.	
	* Thank you for your order!!!	
* SPECIAL INSTRUCTIONS		

Follow this process for ordering from the Thunderbird Café/Sodexo:

- Determine allowability of costs related to Business Meeting Meals/Refreshments by reviewing the [FIN100.1.TNT.6 Obtain Business Meeting Meal and Refreshment Approval](#) procedure.
- Form [SF 4600-BM](#) must be used to record attendance at a Business Meeting where refreshments/meals will be provided, **or** any meeting where meals/refreshments are served to external contacts who are required to reimburse Sandia.
- You must have an Oracle account to receive a purchase order via e-mail. If you need an account, instructions can be found at [JIT](#).
- It is highly likely these transactions will be audited. Please ensure documentation for the meals is retained with a copy of your purchase order. All itemized receipts must be retained in accordance with Records Retention & Disposition Schedule for payment Processing Records, [FI-106-203-000](#).
- Manager approves transactions as usual (by reviewing the Monthly Under \$25K Report or monthly financial reports).

All orders and any changes to existing orders must be placed by noon of the day prior to your event.

Please fax to: 844-6964

Phone: 844-7373 or E-Mail: sodexocatering@sandia.gov