

Compass (Chartwells) Requisition Process & Requirements

- **FOOD ORDER:** <https://lamaruniversity.catertrax.com>
- **REQUISITION:** NON-CATALOG FORM
- **COMMENTS:** Comment the 5 W's (Who, What, When, Where, Why) for the event
- **ATTACHMENTS:** Compass 'PENDING PO' Event Form (Issued by Compass). All attachments must be in pdf format only.

Compass (Chartwells) Ext. 8925

Procurement Contacts:

- Ann Sanders, CTCD Ext. 7343
- Marc Paine, CTCD Ext. 1783
- Zak Griffin Ext. 7005

Requisition • 162235073

Summary PO Preview Comments 2 Attachments 1 History

General	Shipping	Billing
<p>Status Pending Purchasing Review (Ann Sanders)</p> <p>Submitted 9/6/2022 5:40 PM</p> <p>Cart Name ATH- Chartwells Officials Meals 9-17</p> <p>Description <i>no value</i></p> <p>Prepared by Seth Douget</p> <p>Owner Phone +1 409-880-1881 ext. 1881</p> <p>Department Athletics Director (60001)</p> <p>Work Order or Project# <i>no value</i></p> <p>Purchasing Contract Number/Method Exempt per TSUS CMHB 3.2.3.E</p> <p>Enclosure Code <i>no value</i></p>	<p>Ship To</p> <p>Attn: Seth Douget Rm/Bldg: 1050 E Lavaca Street Beaumont, TX 77705 United States</p> <p>Delivery Options</p> <p>Ship Via Best Carrier-Best Way</p>	<p>Bill To</p> <p>Accounts Payable PO Box 10003 Beaumont, TX 77710 United States</p> <p>Credit Card Info</p> <p>No credit card has been assigned.</p> <p>Billing Options</p> <p>Accounting Date 9/6/2022</p> <p>PO Clauses 1 Edit View details</p>

Accounting Codes	
Index	Account
661027 Home Game Expense	728100 Food Purchase Institutional Fund

- **INDEX CODE:** Designated Index Code for Requisitioner's Department
- **ACCOUNT CODE:** 728100 for Catered Events



- Requisition line items must be typed exactly as the line items on the 'Pending PO' Event Form
- Type EVENT # at the beginning of the first line item only

Compass Group USA, Inc. · 11 Items · 177.00 USD ...

^ SUPPLIER DETAILS

Contract	no value	PO Number	To Be Assigned
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Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	➔ EVENT #14005 (9.17.22) - Turkey Breast Express Box Lunch (Box Lunches) Soda Turkey breast and provolone cheese Individual bag of chips Whole fruit	*	EA	10.20	Qty: 3 EA	30.60	... <input type="checkbox"/>

^ ITEM DETAILS

Contract:	no value	Internal Note	no value
		Internal Attachments	Add
		External Note	no value
		Attachments for supplier	Add

'PENDING PO' EVENT FORM

- Required attachment to process requisition provided by Compass
- Other Compass documents not required.

Order Name: <i>Officials After Game Meals</i>																																			
<p>Cardinal Catering at Lamar University 211 Redbird Lane, Beaumont, TX 77710 409.880.8925 or 409.880.8928</p>	<p>EVENT #14005 Saturday, 9/17/2022 Ordered On: 8/17/2022</p>		 Pending PO Pending PO 																																
<p>Customer Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>First Name:</td><td>Seth</td></tr> <tr><td>Last Name:</td><td>Douget</td></tr> <tr><td>Email:</td><td>sdouget1@lamar.edu</td></tr> <tr><td>Phone:</td><td>337-654-5057</td></tr> <tr><td>Click To View Policies.</td><td>sd</td></tr> <tr><td>Initial to Accept:</td><td></td></tr> </table>	First Name:	Seth	Last Name:	Douget	Email:	sdouget1@lamar.edu	Phone:	337-654-5057	Click To View Policies.	sd	Initial to Accept:		<p>Delivery / Pickup Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Method:</td><td>Delivery</td></tr> <tr><td>Style of Service:</td><td>Other</td></tr> <tr><td>Kitchen Serviceware:</td><td>Disposable</td></tr> <tr><td>Serviceware:</td><td>Disposable</td></tr> <tr><td>Building Name/ Room Number:</td><td>Montagne Center Refs Locker/Dressing Rm</td></tr> <tr><td>Serviceware Option:</td><td>Disposable</td></tr> <tr><td>Event Contact:</td><td>Seth Douget</td></tr> <tr><td>Contact Phone:</td><td>337-654-5057</td></tr> <tr><td>Is this an Annual Event?:</td><td>Yes</td></tr> <tr><td></td><td>: sdouget1@lamar.edu</td></tr> </table>			Method:	Delivery	Style of Service:	Other	Kitchen Serviceware:	Disposable	Serviceware:	Disposable	Building Name/ Room Number:	Montagne Center Refs Locker/Dressing Rm	Serviceware Option:	Disposable	Event Contact:	Seth Douget	Contact Phone:	337-654-5057	Is this an Annual Event?:	Yes		: sdouget1@lamar.edu
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