Dear colleagues,

The transition to our new dining partner — Aramark —will start in earnest tomorrow, July 1 as UK Dining. This new partnership will quickly lead to more food options, more convenience, and healthier choices for all those we serve. It will also usher in some new processes and procedures that will enhance efficiency, automate billing workflow, and provide more catering options.

One of the first changes that will be implemented immediately — tomorrow, July 1 — is that journal vouchers (JV's) will no longer be utilized for catering. Going forward, departments will use a UK Procard (procurement card) to purchase all catering services provided by UK Dining as well as the Boone Center and The Club at Spindletop Hall.

This process will be a more efficient and effective system and, ultimately, will be easier for everyone involved as events are booked through UK Dining's new online system – CaterTrax. We will provide you more information on CaterTrax in the coming days. Once on-line, charges will be billed and processed directly using the UK Procard directly to SAP.

Official events will be charged to cost centers in accordance with existing Discretionary Expenditure Policy. Details of that policy, which covers events where alcohol is served, can be found at: www.uky.edu/evpfa/controller/files/dispolicy.pdf. Separate invoices will be produced for food and for alcoholic beverages. Departments remain responsible to edit UK Procard charges to the appropriate cost center and GL, and to retain the invoice records.

We also know that transitioning from one system to another will take some time and will raise some questions. We will launch a website and schedule a face-to-face meeting within the coming days to provide additional information. In the meantime, here is how things will proceed:

- A UK Procard will be required to pay for official university functions for catering services, meals and activities provided by UK Dining.

- A UK Procard will be required to pay for official university functions for catering services, meals and activities provided by the Boone Center and The Club at Spindletop Hall.

- The use of a UK Procard for catering is specifically limited to UK Dining, the Boone Center, and The Club at Spindletop Hall. The Procard may not be used with other off-campus vendors. Specifically, a PRD created in SAP is still a requirement for off-campus vendors.

- In the event some departments do not have a Procard, please contact Laura Payton at Laura.Payton@uky.edu to start to the process of obtaining a Procard for your department. A new card is provided within approximately one week. In the interim, UK Dining will work with your department during this brief transition period -- and will continue to process requests for catering. Final billing will be processed when the Procard is available.

- Within the next several weeks, we will schedule a meeting with business officers across the

campus to discuss this transition and other issues related to UK Dining to ensure as smooth a process as possible. We will be back to you shortly with an invitation and more details about this event.

- We've gathered some of more frequently asked questions at this link: http://www.uky.edu/EVPFA/Controller/files/pay/ProcardUseForCateringFAQs.pdf.

Changes such as this one will lead — and already are leading — to a more efficient, effective and responsive dining operation at UK. But we also know that even as we are moving as quickly as possible, we will have to work together collaboratively to navigate the inevitable bumps in the road and understandable questions and concerns that arise along the way.

We are committed to doing that and we are committed to working with you to answer questions as quickly as possible.

Thanks so much. We look forward to communicating with you again soon about this continued transition.

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