**How to place a UK Catering Order**

1. The Staff Support fills out the online order form at the link: <https://www.uky.edu/chs/eform/submit/purchasing-form>
2. Detailed instruction to fill out the online order form are available in the Instructional Packet located at: <https://www.uky.edu/chs/ofa/online-order-forms>
3. Once you have pressed the submit button at the bottom of the online order form it will be automatically routed to the fiscally responsible account holder for approval. You can check the status by checking your individual order history page. The Instructional packet contains detailed instructions on how to find your individual page. PLEASE BE AWARE the financial analysts will not see your order until it has been approved.
4. The Business Office notifies the requestor by email of approval. UK Catering is now paid via a Procard.
5. Staff Support places order after they receive the email approval from the Business Office. <https://uky.campusdish.com/Catering.aspx> or 257-1741
6. Please upload the estimated invoice to your order in the online system or send it to your financial analyst with the order number noted.
7. Day of event:
	1. The final Invoice needs to be returned to your financial analyst for processing. Please note on receipt the internal order number so that the Business Office can match the receipt with the original order.
	2. Please remember the Business Office needs a list of attendees and the agenda/itinerary for the event/meeting. **The meal cannot be the purpose of the meeting, the meal is provided to keep the continuity of the event/meeting.**