Business Office
Email: **CHS-Business-Orders@uky.edu**

How To Place Food Orders

***All orders should flow through the Division’s Staff Support***

**How to place a food order (*NOT* UK catering)**

1. The Staff Support fills out the online order form at the link:

<https://luky.sharepoint.com/sites/cohs/Ordering>

1. Detailed instruction to fill out the online order form are available in the Instructional Packet located at:

<https://chs.uky.edu/sites/default/files/2024-07/sharepoint-order-system-guide-2024_rev.pdf>

1. Once you have pressed the “Save” 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 returning to the [order form page](https://luky.sharepoint.com/sites/cohs/Ordering) and navigating to your order.
2. Business Office approves:
	1. If a PRD is appropriate, the Business Office will approve and create a PRD and forward it to the Staff Support. An approved UK vendor must be used for the food orders. Please contact your financial analyst for the updated list of approved local vendors. This is the preferred method of payment for meals being held in Lexington, KY.
	2. If a Procard is appropriate, the Business Office notifies the requestor by email of approval and the department will place the order.
	3. Please remember the Business Office needs list of attendees and the agenda/itinerary for the meeting. **The meal cannot be the purpose of the meeting, the meal is provided to keep the continuity of the event/meeting.**
3. Staff Support places order after they receive either the emailed approval from the Business Office or the PRD.
4. Day of event:
	1. Procards: Original itemized credit card receipt without taxes needs to be returned or uploaded into the online system for processing. Please note on receipt the internal order number so that the Business Office can match the receipt with the original order. If a tip is added, be sure to note the amount of the tip and the new total on the receipt.
	2. PRDS: An original itemized receipt without taxes needs to be uploaded into the online system with a copy of the PRD for processing. Please note on receipt the internal order number so that the Business Office can match the receipt with the original order. If a tip is added, please be sure to note the amount of the tip and the new total on the receipt.
5. ALCOHOL – DISCRETIONARY FUNDS ARE REQUIRED FOR ALL ALCOHOL PURCHASES. PLEASE SEEK APPROVAL PRIOR TO YOUR EVENT.

*\*\*\*\*\*\*Please remember that food order forms should be submitted with plenty of lead time before the event (****at least 3-5 days before the event****). \*\*\*\*\*\**