

Did You Know? Catering Exception, Increase Requests, Membership Approval

Catering Exception Form No Longer Needed

Please be advised that a catering exception form is **no longer needed** for food and beverage purchases on the P-Card. All other hosting requirements are still in effect. Please review the hosting procedure on the Accounts Payable website (<https://www.csn.edu/csn-accounts-payable-and-travel-accounting>).

If you will be hosting an event utilizing a caterer (other than Chartwells) that will be coming on campus to serve food, a requisition must be completed. Your P-Card cannot be used to pay for catering services.

Increase Requests

When you submit an increase request on the Ask P-Card website (<https://www.csn.edu/askpcard>) please note that the increase is not in effect until you receive an email from ask.p-card@csn.edu stating that your increase is in effect.

Membership Commodity Approval

Commodity approval for memberships should be requested from the ***Executive Director of Procurement and Auxiliary Services*** (Paula Gonzales) via email. Once approval is obtained, please upload a PDF of the approval when you reconcile the transaction.

Please reach out if you have any questions.