Steps for Submitting a Food Order Request
External & Internal

1. **Obtain a Quote:**
   - Visit Gourmet Dining's website (https://kean08.e-cater.com) to get a quote for your order. (**Note:** You will need an account to obtain a quote. If you have not already created a quote, create one now.)
     - Or and external vendor (**Note:** If this is a new vendor you will need a new vendor setup in ESM and the vendor W-9)
   - Save the quote, as you will need to attach it to your Formstack request.
2. **Complete the Food Request:**
   - Submit your food request through Formstack by selecting the appropriate unit (https://www.kean.edu/offices/university-procurement-and-business-services/food-request), ensuring the Gourmet Dining quote is attached for accurate cost verification.
3. **Approval Process:**
   - Wait for Formstack approval before entering a requisition. Once your Formstack request is approved, you will receive a notification from the Budget Office confirming that funds are available.
   - For academic units, requisition approvers must include abrannen and VPAA@kean.edu.
4. **Enter a Requisition:**
   - Use the approval confirmation to enter a requisition in the system.
   - Include the date and name of the event in the requisition description.
   - Ensure your food request includes the exact dollar amount of your order. Estimates will not be accepted and will be denied.
5. **Purchase Order Number:**
   - Wait to receive the purchase order (PO) number.
   - Once you have the PO number, go back to your Gourmet Dining quote and change the payment method to the PO number.

Important Notes:

- When reserving a room for the event make sure you order table(s) needed.
- Even if you are using an external vendor, not Gormet Dining, you must complete the Formstack. This includes purchasing items such as: Supermarket gift cards, plates, and utensils.
- Credit card payments are allowed.

For more information, please reach out to the catering department:
Britney Davis - Director of Catering
Telephone: (908) 737-5163 Email: bdavis@gourmetdiningllc.com

Abigail Nabbie - Catering Coordinator
Telephone: (908) 737-5163 Email: anabbie@gourmetdiningllc.com