

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:

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