



Procedure for Processing Payments to Chartwells

rev Nov 1997 effec Jan 1998

Purpose: To provide guidelines to University departments for processing payments to Chartwells, a private company managing food services at the University. This procedure applies to all catering and purchases of food items, regardless of the source of funds or the object code. Procurement regulations continue to require that a purchase order is issued for all food and services provided by Chartwells. The University, however, is providing a convenient alternative to departments with regard to certain functions, as described in section I. below.

Procedure:

I. General Guidelines for Payment of Chartwells Service

- A. Chartwells must receive either a form AS499, **approved by University Dining Administration (UDA)**, or a hard copy of the LSU Purchase Order prior to billing LSU
- B. Chartwells requires payment by personal check or credit card if neither an AS499 nor a hard copy purchase order has been provided (either prior to the function or at the function)
- C. Depending on the criteria outlined below, Chartwells will prepare separate invoices for those functions which are to be charged to either LSU or the LSU Foundation

1. Invoice to be billed to LSU University Dining Administration:

- a. Functions held at a "premise leased for catering," **regardless of dollar amount.**
"Premises leased for catering" include only: LSU Union, Faculty Club, Broussard Dining Hall, Highland Dining Hall, Laville Dining Hall and Pentagon Dining Hall
- b. Functions which are less than or equal to \$500 that are held at an "other leased premise" or at a non-leased premise.
"Other leased premises" include: CEBA Area Restaurant, Foster Cafe, Laville Food Emporium, Union West Mini Mart and the Snack Bars at Hebert Law Center, Student Rec Center and Veterinary Medicine
- c. Alcohol may not be billed to UDA.
- d. The following limits are imposed by PM-13 for "special meals" billed to LSU:
 - 1) Breakfast limited to \$8.00 per person (includes tax and gratuity)
 - 2) Lunch limited to \$10.00 per person (includes tax and gratuity)
 - 3) Dinner limited to \$20.00 per person (includes tax and gratuity)
- e. An AS499 is required to be submitted by the department prior to the function for approval by UDA. NOTE: a purchase order is not required when using an AS499.
- f. UDA will pay the invoice against the department's account with the AS499 serving as authorization by the department.
- g. Must comply with PM-13 and BOP 2-1.

2. Invoice to be billed directly to an LSU Department:

- a. Functions in excess of \$500 which are held at "other leased premises" or at non-leased premises; an LSU purchase order is required for all functions directly billed to an LSU department (not required for billings to the LSU Foundation).
- b. No AS499 approval is required.
- c. Compliance with PM-13, PS-60, BOP 19-1 and BOP 2-1 is required.

3. Invoice to be billed to the LSU Foundation:

- a. Billings for alcoholic beverages and amounts over the PM-13 limits in 1.d. above will be billed to the LSU Foundation **in care of the department** arranging the function.
- b. Department will be responsible for promptly processing an LSU Foundation check request for payment to Chartwells, charging an appropriate Foundation account.
- c. AS499 approval is **not** required for functions for which the **entire** cost will be billed to the LSU Foundation in care of the department; billing arrangements for such functions must be made in advance with Chartwells.

II. Departmental Responsibilities

- A. Departmental personnel are to use a personal check or credit card for "drop in" meals and small-scale entertainment functions and submit a travel expense voucher to the Travel Office for reimbursement
- B. Departmental personnel may submit an AS499 to UDA for approval to have Chartwells invoice UDA for (1) any large-scale function (reception, sit-down meal, etc) in a "premise lease for catering" or (2) functions less than or equal to \$500 at an other leased premise or at a non-leased premise. Prior to the event, the department will submit a completed AS499 to UDA with the following attachments:
 1. Chancellor's approval (if required)
 2. list of attendees (or mailing list of invitees)
- C. Departmental personnel must submit a requisition for a purchase order to be issued by Purchasing for any function in excess of \$500 that is provided at an "other leased premise" or at a non-leased premise
- D. Departmental personnel should be prepared, if asked, to provide Chartwells a copy of the approved AS499 at the time of the function (UDA will be sending an approved copy to Chartwells but they may ask the University coordinator for a copy at the function)
- E. Department will reimburse UDA for charges disallowed by Accounting Services; such disallowed costs must be reimbursed from private sources. If an appropriate LSU Foundation account will reimburse UDA, the department must promptly process an LSU Foundation check request payable to UDA.
- F. Department will call UDA immediately after function if they experience any problems or object to any charges (and follow up with a faxed explanation to UDA).

III. UDA Responsibilities

- A. UDA will review for appropriateness the AS499 submitted by the department
 1. Approved functions (large scale) - AS499 will be approved and distributed as follows:
 - a. the original will be retained in UDA to be attached to the invoice
 - b. one copy will be routed to Chartwells
 - c. one copy will be returned to the department via fax or campus mail
 2. Disapproved functions (small luncheon meetings, small receptions, departmental parties, etc.) - AS499 will be disapproved and returned to the department with an explanation and instructions to pay by personal check or credit card and seek reimbursement via submission of a travel expense voucher to the Travel Office
- B. Upon receipt of invoice from Chartwells, invoice will be reviewed for compliance with request submitted by the department (with regard to number of individuals and cost per person)
 1. Invoices found to be in compliance with departmental request will be routed to Accounts Payable for payment (refer to IV.B. below), supported by the following documentation:
 - a. original AS499
 - b. approval from the Chancellor (if required)
 - c. list of attendees
 2. Invoices not in compliance with the departmental order:
 - a. UDA will call department and/or Chartwells to obtain explanation
 - b. UDA will indicate resolution, approve invoice and route to Accounts Payable with documentation in item 1. of this section
- C. **The AS499, approved by the appropriate University office(s), will provide the authorization necessary for UDA to charge the departmental account for the invoice billed to UDA by Chartwells. *No IT will be required.***
- D. UDA will return a copy of the invoice to the department

IV. Accounting Services Responsibilities

Travel Office will audit the invoice for compliance with PM-13

- A. Invoices including alcoholic beverages or invoices exceeding the established limits:
 1. invoice will be adjusted for disallowed costs
 2. copy of adjusted invoice will be returned to UDA for follow up with Chartwells
- B. Invoices in compliance with PM-13 will be processed for payment