

Dear Campus Community,

I am proud to announce a new process for Chartwells services and expenses. This process enhancement was the cooperative effort of Chartwells, SASI and the Division of Administration and Finance and it will provide a streamlined method for ordering and paying for official reception. As many of you know Chartwells recently implemented a new ordering software "CaterTrax". This new software has the ability to accept credit card payments. The University can now utilize the Pcard, to make payments and ensure compliance with University procedures and IRS requirements.

Our goal was to streamline the Official Reception Chartwells process by eliminating the ARE process and manual journal entries. All required compliance documentation will now be attached in WORKS.

How will this work:

- Confirm approval from the Budget Unit Manager for "University business purpose event/function"
- Order through CaterTrax and pay with the Pcard
- Once the food has been delivered, Chartwells will charge the Pcard
- Reconcile the Chartwells charge in WORKS
- The ARE process will be replaced and information will be reported in the WORKS software
 - Attach in WORKS
 - Invoice from Chartwells
 - List of attendees (if students only - statement of composition is sufficient must list employee participants)
 - Flyer of the event if applicable
 - Included business purpose in the comments section

Benefits:

- Eliminate the ARE process
- Eliminate the invoice shuffle
 - Chartwells invoices sent to the department
 - Department sends invoices with ARE # and FOPAL to Disbursements
 - Disbursements to post to ARE then journal entry (expense)
- Approval of the Budget Unit Manager is located on the Pcard transaction
- Budget expense is processed timely
- Compliance evidenced within WORKS

I would like to send a special thank you to Dina King and folks from Chartwells and Jim Rottler, Director of SASI, for the diligent work in making this enhancement possible.

If you have any questions on the process, please feel free to contact me.

Thank you,
Mary