Catering

June 30, 2013 - 5 pages of outstanding invoices owed by the University to Clemson Catering

Provide more timely posting of revenues and expenses for the University

Since we began this new process, outstanding invoices on average have decreased:

40 invoices past due greater than 60 days

60 invoices past due greater than 30 days

Catering Billing Department had each month on average:

Reduce the number of outstanding invoices (AR).
Ways to Place Catering Orders

Via the Housing & Dining Website at [http://housing.clemson.edu/](http://housing.clemson.edu/)

Click on Dining Home

Select Catering tab
Click Order Here

Click Clemson Catering punch out Icon

Log in to buyWays

Ways to Place Catering Orders
If paying for catered event with CU funds, select CUBS Account Number.

If paying for catered event with Foundation funds, select Direct Bill.

Once order is complete, click Check Out.
Enter the complete 23-digit chart field string (CFS) in the format noted below.

Fund, Program, Account = 7045, Department, Class, Project

Once the CFS and other required information is entered, click HERE WE GO!

New account code for tracking purposes = 7045

Enter the email addresses of staff responsible for reconciling and the Business Officer
Catering

Clemson

charge on BSR, along with date of event
Invoice # will be used for reconciling the

Each Wednesday:
Journal ID = CATFR0809 (week ending

Each week:
Paying AR/AMARK for events accounting
entered in to buyways on a weekly basis
for others (2409) and payment will be
Revenue will post to Dining - Deposit Held

Provided by customer:
Expense will post to CLB account

CUBS each week:
Finalized, approved charges will post to

will be finalized:
satisfaction—at which time, the charges
work with the customer to ensure

Our team of catering professionals will

Clemson Catering | Invoice Sample
Customer receives an email with notification of the order.

Should changes need to be made to the order, it is best to contact the Catering Office to ensure desired changes have been documented and order is validated.
Need Catering assistance, contact main Sales Office at 656-2058

Catering Department
Jermaine Bozier, Director bozier-jacob@Aramark.com 656-7851

Madren Catering:
  Pam Morgan pmorgan@Clemson.edu 656-4512
  Donna Wagner wagner2@Clemson.edu 656-2236

Campus Catering:
  Kelly Eckerdt ClemsonCatering@clemson.edu 656-2058
  Ric Patton RicP@clemson.edu 656-2044

Billing Department
Alex Richey 656-2007
Nicole Randolph 656-4363

Joy Acree Moss acree@clemson.edu 656-2792

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