

Compass (Chartwells) Requisition Process & Requirements

FOOD ORDER: <https://lamaruniversity.catertrax.com>

Requisition • 162235075

Summary | PO | Requisition | Documents | 2 | Attachments | 1 | History

Billing | **General** | Shipping

Status: Pending | Deadline: 08/12/18

Attn: Seth Douget | Accounts Payable

1050 E. Lewis Street | Houston, TX 77110

United States

Credit Card Info | Prepared by

Delivery Options: Best Carrier-Best Way

No credit card has been assigned.

Purchasing Contract

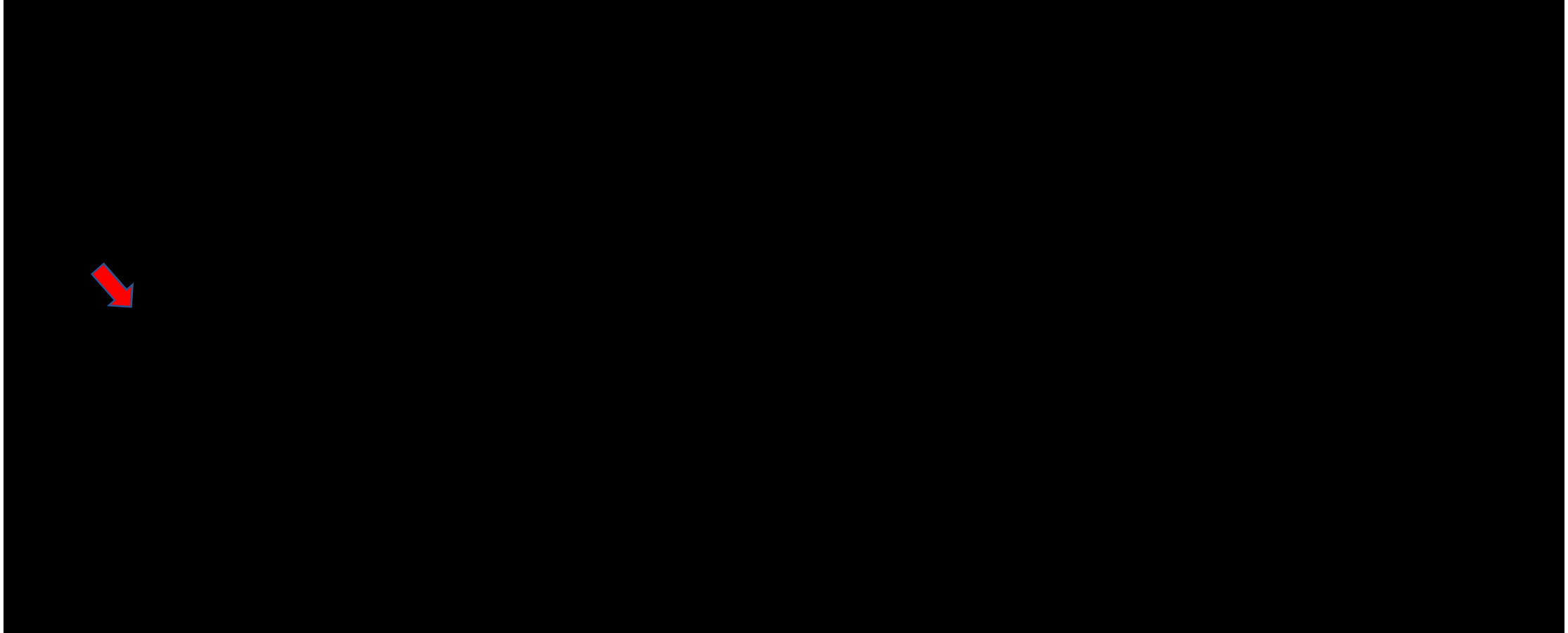
Number/Method: 162235075

Enclosure Code: null

Accounting Codes

Account: 66-027 | Index: 778-00

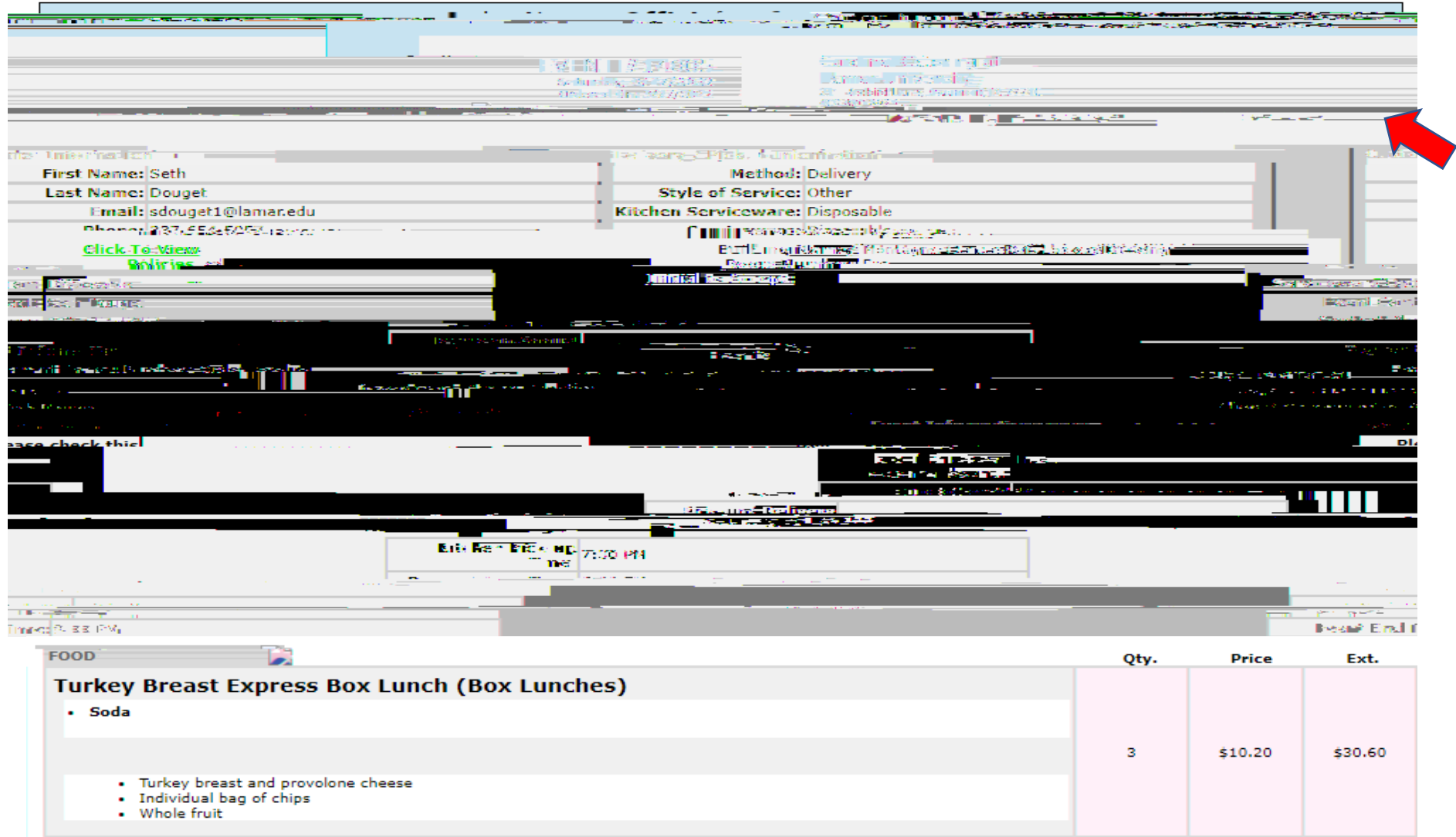
Requisition line items must be typed exactly as the line items on the 'Pending PO' Event Form
Type EVENT # at the beginning of the first line item only



'PENDING PO' EVENT FORM

Required attachment to process requisition provided by Compass

Other Compass documents not required.



The screenshot displays a requisition form with the following details:

- First Name:** Seth
- Last Name:** Douget
- Email:** sdouget1@lamar.edu
- Phone:** 937.556.5053
- Method:** Delivery
- Style of Service:** Other
- Kitchen Serviceware:** Disposable

The requisition is for **3** units of **Turkey Breast Express Box Lunch (Box Lunches)** at a price of **\$10.20** per unit, totaling **\$30.60**. The item description includes:

- Soda
- Turkey breast and provolone cheese
- Individual bag of chips
- Whole fruit

A red arrow points to a 'Pending PO' status indicator in the top right corner of the interface.