

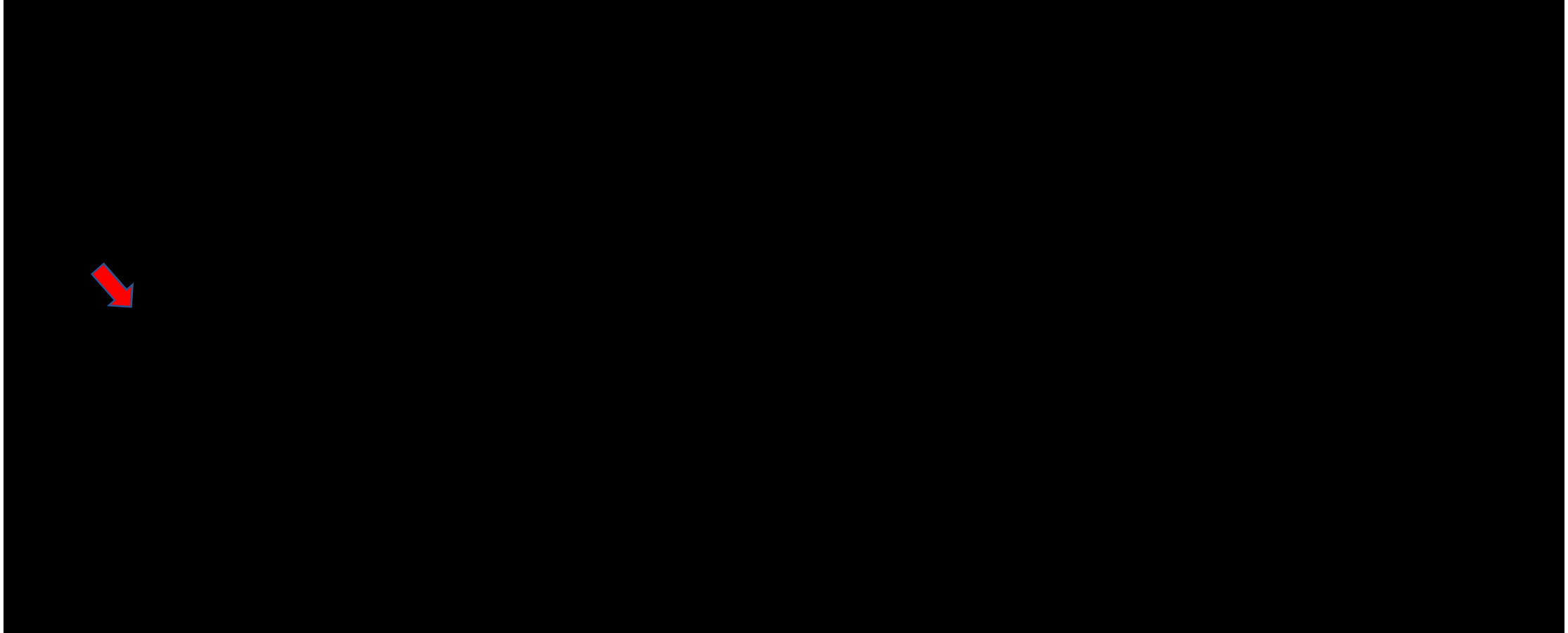
# Compass (Chartwells) Requisition Process & Requirements

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

The screenshot displays a requisition form for a food order. At the top, the requisition number is 162235075. The form is divided into several sections:

- Billing:** Includes fields for Attn: Seth Douget, Accounts Payable, and a phone number (409) 380-1881 ext. 1881.
- General:** Includes a field for the address (1050 E. Louise Street, Houston, TX 77110).
- Shipping:** Includes a field for the shipping method (Best Carrier-Best Way).
- Delivery Options:** Includes a field for the delivery date (06/20/22).
- Credit Card Info:** A section for providing credit card details, currently empty.
- Purchasing Contract:** Includes a field for the contract number/method (100 0000).
- Accounting Codes:** A section for providing accounting codes, currently empty.

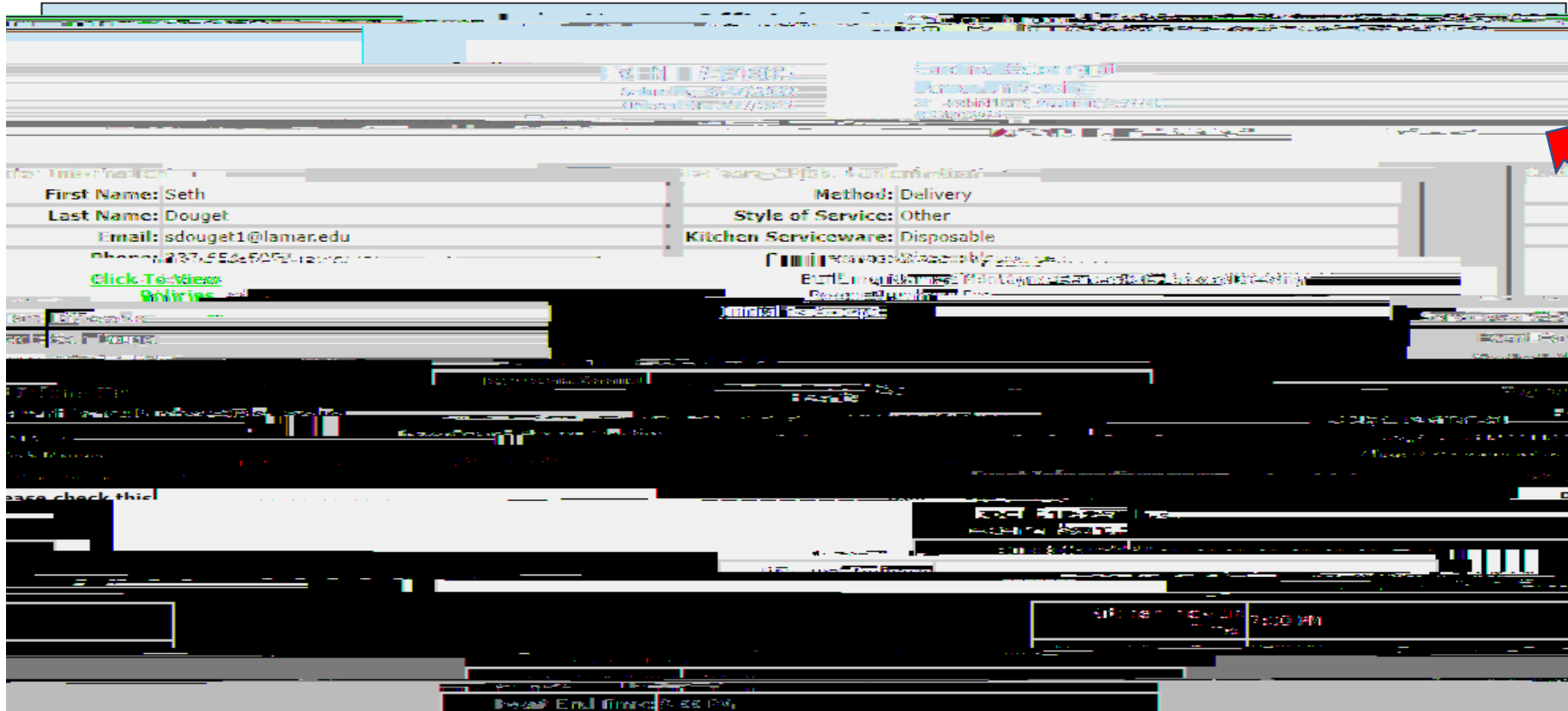
Requisition line items must be typed exactly as the line items on the 'Pending PO' Event Form  
Type EVENT # at the beginning of the first line item only



# 'PENDING PO' EVENT FORM

Required attachment to process requisition provided by Compass

Other Compass documents not required.



FOOD	Qty.	Price	Ext.
<b>Turkey Breast Express Box Lunch (Box Lunches)</b> <ul style="list-style-type: none"><li>Soda</li></ul>	3	\$10.20	\$30.60
<ul style="list-style-type: none"><li>Turkey breast and provolone cheese</li><li>Individual bag of chips</li><li>Whole fruit</li></ul>			