

# Catering Requisitions Galaxy Steps

Catering requisitions are to be processed in Galaxy after a quote has been obtained from the Food Services Department. (Clubs and external customers will not be able/required to do a Galaxy req.) Please allow as much advance notice as possible; **a week in advance is optimal**. *Please note that this request is for food and food services only; the Facilities Department should be contacted for room set up.*

## Step 1

Contact the Chef, Antonio Muniz, by emailing [foodservices@norcocollege.edu](mailto:foodservices@norcocollege.edu) to obtain an Event (E) Number.

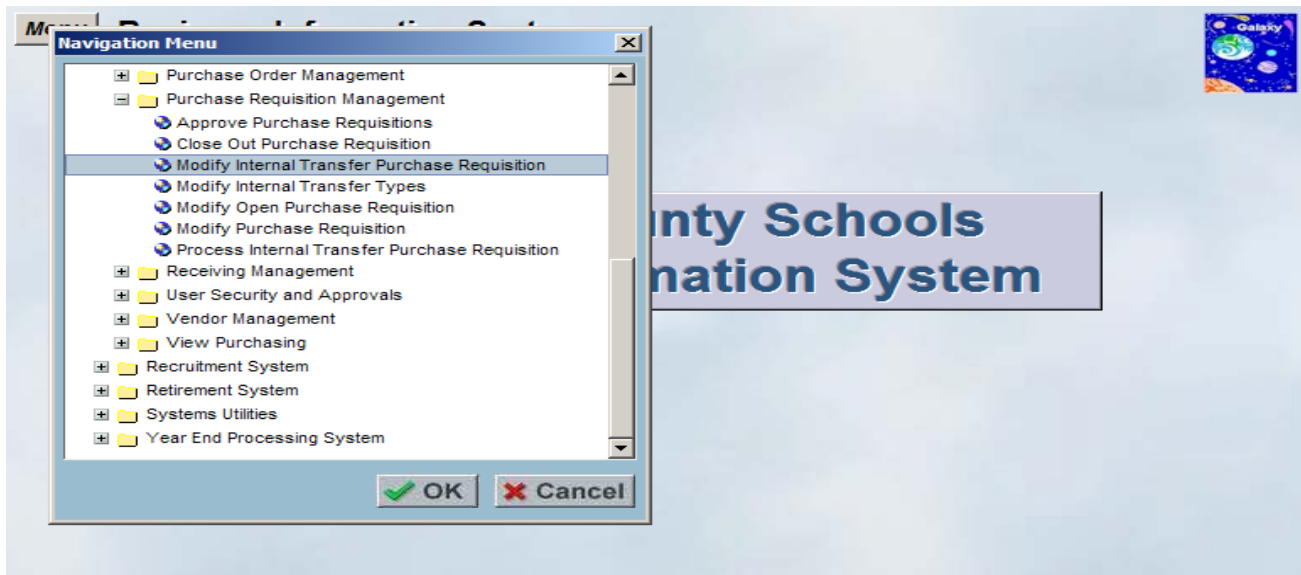
Fill out Norco Catering Request with your desired selections (Template Catering request). Use the total on the invoice in your requisition.

Clubs and external customers: Please fill out catering request and send it to [foodservices@norcocollege.edu](mailto:foodservices@norcocollege.edu) attention Antonio Muniz.

Go to step 2 when an E# has been provided to you by The Corral.

## Step 2

From the Navigation Menu in Galaxy, select Modify Internal Transfer Purchase Requisition and click OK.



## Step 3

To add an internal transfer purchase requisition, click Add.

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Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu Modify Internal Transfer Purchase Requisition

Search Details Items Notes Approvals

County: 33 - RIVERSIDE COUNTY District: 07 - RIVERSIDE COMMUNITY COLLEGE

Fiscal Year: 2014

Internal Transfer P.R. Number:

Internal Transfer P.R. Prefix: R - PURCHASE REQUISITION

Internal Transfer P.R. Status:

Internal Transfer Type:

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Copy From  
Internal Transfer P.R. Number:

+ Add Find

### Step 4

On the Details tab, enter the following:

1. Category-Catering
2. P.R. Requestor - Enter the date of the event, the E# and person requesting as follows:
  - 7/1/13 E1234- Suzy Manager
3. Contact Phone Number
4. Worksite Location (Either Riverside, Norco or Moreno Valley depending on which Food Services department you are using)
5. Ref./Invoice – Again, enter the date of the event and the E# as follows:
  - **7/1/13 E-1234**

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District: 07 - RIVERSIDE COMMUNITY COLLEGE Fiscal Year: 2014 P.R. Number: R0000NEW

P.R. Type: T - INTERNAL TRANSFER Date Due: 11/09/2013

P.R. Status: N - NEW (NOT SUBMITTED FOR AF) Bill To Location: CORPORATE

P.R. Amount: RIVERSIDE COMMUNITY COLLEGE DISTRICT

Category: 1 Ship To Location:

P.R. Requestor: 2

Approval List: Worksite Location: 015 DISTRICT 4

P.R. Originator User ID: 141988 Board Rpt. Desc:

POWER, ERIN ELIZABETH

Contact Phone Nbr: 3 Ref. / Invoice: 5

Update User ID: 141988 Contact Phone:

Update Timestamp: 10/10/2013 1:39 PM In Rev: Rev Cmt:

Print Save Cancel

## Step 5

On the Items tab, select an Internal Transfer Type.

- For catering utilizing the Norco FSD choose “Catering NC (Chargeback)”

District: 07 - RIVERSIDE COMMUNITY COLLEGE Fiscal Year: 2014 P.R. Number: R0000NEW Acct. Dist.

Internal Transfer Type: CATERING MVC (CHARGEBACK): 32-E00-3200-0-0000-0771-8844

Show Description CATERING NC (CHARGEBACK): 32-E00-3200-0-0000-0771-8844

CATERING R (RIVERSIDE): 32-D00-3200-0-0000-0771-8844

EM STORES (WAREHOUSE ORDER): 11-ABK-1000-0-6773-0599-4591

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

## Catering Requisitions Galaxy Steps

### Step 6

Click Add Line. In the pop up box, enter the following:

- Item Name – enter the E number
- Description – enter the event name
- Quantity – enter “1”
- Unit Price – enter the total BEFORE tax shown on your catering request form.

The screenshot shows a dialog box titled "Add a P.R. Line Nbr." with a close button (X) in the top right corner. The dialog box contains the following fields and controls:

- Line Nbr.:** A text input field containing "0001".
- Item Name:** A text input field containing "E1234" with a dropdown arrow on the right.
- Description:** A text input field containing "STEM CLOSING CEREMONY" with an "Edit Desc." button to its right.
- Quantity:** A text input field containing "1.00".
- Unit Price:** A text input field containing "500.00".
- U/M:** A text input field with a dropdown arrow on the right.
- Delivery Instructions:** A large empty text area.
- Asset Location Code:** A text input field with a dropdown arrow on the right.
- Buttons:** "Save" (with a blue circular icon) and "Cancel" (with a red X icon) buttons at the bottom right.

Press **Save** and then click **Add Acct.**

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District: 07 - RIVERSIDE COMMUNITY COLLEGE    Fiscal Year: 2014    P.R. Number: R0000NEVV    Acct. Dist.

Internal Transfer Type: CATERING NC (CHARGEBACK) : 32-E00-3200-0-0000-0771-8844

Show Description    Edit Desc.    View:  Expand     Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount
0001	E1234	STEM CLOSING CEREM	1.00	500.00		500.00

Fund	School	Resource	FY	Goal	Function	Object	Amount	Percent	Acct. Amount
12	EMA	1190	0	6017	4199	4710	0.00	1.000000	
Total:							0.00	1.000000	
Total:									500.00

Buttons: Add Line, Add Acct., Add Fav., Dup, Delete, Save, Cancel

Enter the budget code. Use object code **4590** if the Resource is **1000**. Use object code 4710 for any other resource. **Do not put anything in Amount or Percent (Percent will auto-fill with 1.00).**

### Step 7

Click Add Line again to enter the tax line. In the pop up box, enter the following:

- Item Name – enter the E number
- Description – enter “Tax”
- Quantity – enter “1”
- Unit Price – enter the tax amount shown on your catering request form.

Then click Add Acct. again and enter the same budget code as line 1. **Do not put anything in Amount or Percent (Percent will auto-fill with 1.00).**

### Step 8

On the “Notes” tab enter the following

Event number, date, name & contact person.

Click Save on the bottom of the screen.

### Step 9

# Catering Requisitions Galaxy Steps

Line Nbr	Item Name	Description	Quantity	Unit Price	U/M	Amount				
0001	E1234	STEM CLOSING CEREM	1.00	500.00		500.00				
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
	12	EMA	1190	0	6017	4199	4710	0.00	1.000000	
							Total:	0.00	1.000000	
0002	E1234	TAX	1.00	40.00		40.00				
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
	12	EMA	1190	0	6017	4199	4710	0.00	1.000000	
							Total:	0.00	1.000000	
							Total:			540.00

Click OK to confirm your changes.

If you receive a Budget Override error, click No.

## Step 10

Enter the requisition number from Galaxy on the Catering Invoice, save it as a PDF and email the PDF to [Antonio.muniz@norcocollege.edu](mailto:Antonio.muniz@norcocollege.edu)

## Step 11

Follow your normal procedures for getting a requisition through the approval process.

Once the catering service has been provided, the Food Services Manager will charge your department. This will typically take place on or after the 5<sup>th</sup> of the following month. However, funds are encumbered after the first approval of the Galaxy Internal Transfer Purchase Requisition.

\*NOTE\* If the final cost of the catering event is different than the approved internal transfer requisition (due to revisions to the order, errors, etc), the Food Services Manager may obtain approval from the department manager to update the requisition without sending it back through approvals. The manager will add an internal note to the requisition asserting that they have obtained approval before charging the department.