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 <u>foodservices@norcocollege.edu</u> 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 <u>foodservices@norcocollege.edu</u> 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.

S Modify Internal Transfer Purchase Requisition - Galaxy Production	
Menu Modify Internal Transfer Purchase Requisition     Search   Details   Items   Notes   Approvals	
Fiscal Year: 2014 💌	
Internal Transfer P.R. Prefix: R - PURCHASE REQUISITION 💽	
Internal Transfer P.R. Status:	
Ship To Location:	
Worksite Location:	
P.R. originator oser ID.	
Copy From Internal Transfer P.R. Number:	
	+ Add Sind

#### 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:
  - o 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:
  - o 7/1/13 E-1234

😰 Modify Internal Transfer Purchase Requisition - Galaxy Pr	oduction 📃 🗆 🔀
Menu Modify Internal Transfer Purchas Search Details Items Notes Approvals	e Requisition
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 P.R. Amount:	
Category:	1 Ship To Location:
P.R. Requestor:	2
Approval List:	Worksite Location: 015 DISTRICT
P.R. Originator User ID: 1141988 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 X Cancel

#### Step 5

On the Items tab, select an Internal Transfer Type.

• For catering utilizing the Norco FSD choose "Catering NC (Chargeback)"

🗃 Modify Internal Transfer Purchase Requisition - Galaxy Production	
Menu Modify Internal Transfer Purchase Requisition	Galaky
Search Details Items Notes Approvals	
District: 07 - RIVERSIDE COMMUNITY COLLEGE Fiscal Year: 2014 P.R. Number: R0000NEW	Acct. Dist.
Internal Transfer Type:	View
V Show Description   Caterino Mrc (charGeBack): 32-600-3200-0-0000-0771-8844     Line Nbr. Iltem Name   CateRino R (RIVERSIDE): 32-200-3200-0-0000-0771-8844     CATERINO R (RIVERSIDE): 32-200-3200-0-0000-0771-8844     CATERINO R (RIVERSIDE): 32-200-3200-0-0000-0771-8844     CATERINO R (RIVERSIDE): 32-200-3200-0-0000-0771-8844	• Expand C Close
Add Line Add Acct. Add Fav. BDup Delete	Save Cancel

#### 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.

Add a P.R. Li	ine Nbr.	
Line Nbr. 0001	Item Name E1234	
Description		
STEM CLOS	ING CEREMONY	Edit Desc.
Quantity 1.00	Unit Price 500.00	
Delivery Instr	uctions	
Asset Locatio	on Code	
		Save X Cancel

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

Modify I	nternal	Trans	fer Purc	hase R	equisi	tion - G	alaxy Prod	luction					
Menu Modify Internal Transfer Purchase Requisition													
Distr	rict: 07 -	RIVERS	IDE COMMI	UNITY C	OLLEGE	:	Fis	cal Year: 2014	P.R.	Number: R0000NEVV		Acct. Dist.	
Internal	Internal Transfer Type: CATERING NC (CHARGEBACK): 32-E00-3200-0-0000-0771-8844												
V Show	Descri	ption	Edit Des	ic.								• Expand • Close	
Line Nbr.	Item Na	ame		Descrip	tion		Quantity	Unit Price	U/M	Amount			
<b>■</b> 0001	E1234			STEM C	LOSING	CEREM	1.00	500.00		500.00			
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	12	EMA	1190	0	6017	4199	4710	0.00	1.000000				
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Add Lir	ne A	Add Ac	ct. A	dd Fa	v.	Dup	) D	elete			1	Save 🗙 Cancel	
													1

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 <u>Add Acct.</u> 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

Modif	iy Int	ernal	Trans	fer Purci	nse l	te grús	ition - G	alaxy P	roductie	'n					
<mark>Menu</mark> Searc	М ь   т	odif <sub>Detail:</sub>	iy Int	ernal	Tr <b>/</b>	nsfe <sub>Appro</sub>	er Pui <sub>vals</sub>	chas	e Re	quisiti	on				Carpo
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Item Name Description   B 0001 E1234 STEM CLOSING CEREM 1.00   Fund School Resource PY Goal Function Disect   B 0002 E1234 TAX 1.00   Fund School Resource PY Goal Function Disect   12 EMA 1190 0 6017 4199 4710   12 EMA 1190 0 6017 4199 4710   12 EMA 1190 0 6017 4199 4710   Totat Totat Totat Totat Totat Totat	Modify Internal Transfer Purchase Requisition - Galaxy Production   Menu Modify Internal Transfer Purchase Requisiti   Search Details Rems Notes Approvals   District: 07 - RIVERSIDE COMMUNITY COLLEGE Fiscal Year: 2014   Internal Transfer Type: CATERING NC (CHARGEBACK): 32-E00-3200-0-0000-0771-884   Image: Show Description Edit Desc.   Line Nbt. Item Name Description Quantity Unit Price   9 Show Description Edit Desc. 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Item Name  Description Quantity Unit Price U/M Amount      B 0001 E1234 STEM CLOSING CEREM    1.00 500.00    500.00       B 0002 E1234 STEM CLOSING CEREM    1.00    40.00     40.00       B 0002 E1234 TAX    1.00    40.00     40.00       B 0002 E1234 TAX    1.00     40.00       B 0002 E1234 TAX    1.00     40.00       B 0002 E1234 TAX    1.00     40.00	Modify Internal Transfer Purchase Requisition   Modify Internal Transfer Purchase Requisition   Search Details Rems Notes Approvals   District: 07 - RIVERSIDE COMMUNITY COLLEGE Fiscal Year: 2014 P.R. Number: R0000NEW   Internal Transfer Type: CATERING NC (CHARGEBACK): 32-E00-3200-0-0000-0771-8844   V Show Description Guantity Unit Price U/M Amount   III 0001 E1234 STEM CLOSING CEREM 1.00 500.00 500.00   III 0001 Fund School Resource PY Goal Function Object Amount Percent Acct. 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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 <u>Antonio.muniz@norcocollege.edu</u>

#### 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.