

Food Catering Steps

- 1. Login to Faculty and Staff Portal**
- 2. On the left hand side of the page, click on Food Service**
- 3. Complete a Request for Approval for Special Expenses**
 - i. Cost can be obtained using **Lancer's Catering Order Form**
 - ii. **Request for Approval of Special Expenses Form** needs to be signed by President Thomas
 - iii. Download and save **Catering Order Form** to submit to Lancer after PO is issued
 - iv. Submit with **Purchase Requisition to Business Office**
- 4. Obtain a Purchase Order**
 - i. **Request for Approval of Special Expenses** is needed to get a Purchase Order
- 5. Enter PO Number / Complete Lancer's Catering Order Form**
- 6. Email Catering Order Form to dctc@lancercatering.com**
 - i. You will need to download and save the Catering Order Form before attaching it to the email
 - ii. PO Number required
 - iii. Please give 72 hour notice to guarantee items

Available

Monday - Thursday - 7:30 a.m. - 5:30 p.m.

Friday - 7:30 a.m. - 1:30 p.m.

Other Times Upon Request

Kitchen (Lancer Hospitality) Questions

Jean Reinardy - 8417

DCTC Procedure Questions

Pat Adams - 8236

Shaan Hamilton - 8241