Catering Invoice Payment Process

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Department

Start

Place Catering Order

https://csueb.catertrax.com/

Is a change to original invoice needed?

— Yes → *Notify AP and Chartwells within 2 buisness days

— No → No further action needed

Delegation of Authority Approver

Review and approve order electronically (via email)

Chartwells

Event takes place and order is fullfilled

Route electronically approved invoices to AP

Accounts Payable

Any department notification of change?

— No → After a 3-day waiting period, process electronically approved invoices

— Yes → *Pull affected invoice from batch. Do not pay.

*On the rare occasion that an invoice needs to be revised, a corrected invoice will be processed manually.