

## COMMUNITY COLLEGE OF RHODE ISLAND

### REQUEST FOR FOOD SERVICES from LESSINGS FOOD SERVICE

1. Please contact one of the following Lessings Food Service representatives to get an estimated cost for your Food Service Event. Form # F-1 is to be used for this purpose and can be found at:

<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/index.html>

Lincoln Campus: Joe DiMaso at Ext. 7020

Warwick Campus: Sal Pate at Ext. 2395

Providence Campus: Carlos Batista at Ext. 6041

Newport Campus: Matt Hemphill at Ext. 1645

The Lessings Food Service staff member will assign a Transaction # to your form.

2. Before Lessings can provide the required service, a Purchase Order will need to be issued. Please complete a college requisition in the Banner Finance system using vendor ID 94188586 for the estimated total of your Food Service Request and notate the Transaction # issued by Lessings.

Please mail, fax or PDF via an email attachment a copy of the F-1 form to Deb Carr in the Business Office: [dcarr@ccri.edu](mailto:dcarr@ccri.edu) (Phone: 825-2449 or Fax: 825-2365)

Deb Carr will issue a Purchase Order to Lessings Food Service and forward it to the appropriate campus representative. Please allow a minimum of two weeks for processing. Lessings will NOT provide food service without a Purchase Order.

3. Please keep in mind that State or Grant funded food service requests must be in compliance with State Policy, A-36 which can be found at:  
[http://controller.admin.ri.gov/documents/Policies//12\\_A-36%20Payments%20for%20Coffee%20Breaks%20etc.pdf](http://controller.admin.ri.gov/documents/Policies//12_A-36%20Payments%20for%20Coffee%20Breaks%20etc.pdf)

4. Lessings invoices CCRI on a monthly basis. These billings will be automatically processed by the Business Office based on purchase orders issued.