

EFFECTIVE JANUARY 10, 2011
CHANGES TO THE USE OF F-1 Agency
FOOD SERVICE FORMS

Beginning Jan. 10, 2011, the following procedures will have to be followed when ordering refreshments from the cafeteria (Lessings Food Service Vending):

1. Club/organization advisors will have to go to:
<http://www.ccri.edu/businessaffairs/businessoffice/purchasing/index.html> to obtain the F-1 Agency Food Service Form.
2. Clubs/organizations will have to print out the form and bring it to one of the following Lessings Food Service representatives to get an estimated cost for their food service event.

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 staff member will assign a Transaction # to your form.

3. Club Advisors will then have to bring the F-1 Agency to either Jean Lovett at the Lincoln Campus or Linda Manish at the Warwick Campus to have them complete a college requisition in the Banner Finance System for the estimated total of your Food Service Request. Advisors and a student will sign the form.
4. When the above steps have been completed, Dean Yount or her designee will then have to go in to Banner to approve the requisition.
5. Please keep in mind that the student club or activity needs sufficient budget funds and that such a purchase is consistent with the activities and goals of the organization.
6. Lessings invoices CCRI on a monthly basis. These billings will be automatically processed by the Business Office based on purchase orders issued.

Please keep in mind that with the new procedures, events will have to be planned at least 2-3 weeks in advance in order to assure that your food order will be delivered.

Lessings will NOT provide food service without an approved purchase order.