



Date: February 14, 2018
To: University Community
From: Ron Ellison, Associate Vice President for Business & Finance
Re: Bon Appetit Payments Transition to Procard March 1, 2018

In January 2016, Catertrax was made available and promoted with pilot groups for Bon Appetit catering orders. Since the inception of Catertrax, payment options have been available that included:

- Authorization for Payment
- Procard

In early January 2017 we began promoting the use of procard as the preferred method of payment for all catering orders. When using Catertrax for an online order a portal "wallet" is available to record the procard information so that all future orders are processed using the procard. This is part of a continuing process to update and modernize Pacific payment systems to make them easier and more efficient for customers and to adopt best practices for compliance.

Use of the procard on catering orders allows for the following:

- Adheres to department approval guidelines as per University Business Policies and Procedures.
- Streamlines the approval and payment process.
- Bon Appetit receives timely payment.

Effective date that procard will be the required method of payment:

We hope that the soft rollout period has been helpful in making the necessary adjustments in your processes. While many units already use procard to pay for their catering orders, procard will be required for all catering orders placed on or after **March 1, 2018**. This will assist us in keeping administrative costs for processing invoices for catering to a minimum and ensure timely payments to vendors.

For catering orders over the \$5,000 single or monthly procard limit, a request will need to be submitted to Procurement to temporarily increase the cardholder's limit to accommodate the cost of the catering order. Requests for limit adjustments should be sent to purchasing@lists.pacific.edu and should include:

- Cardholder Name
- Requester Name (if different)
- Monthly increase amount
- Single increase amount
- Attach quote for single limit increases >\$5k

Please coordinate with your Budget Manager for any additional approvals and department processes that may be needed.

For more information on Catertrax and catering orders call:

- Christine Giordani, Bon Appetit cgiordani@pacific.edu or 209.460.3893

For more information on payment methods call:

- Purchasing at purchasing@list.pacific.edu or 946.2206
- Accounts Payable at STK accountspayable@pacific.edu or 946-2156

Thank you for working through this transition and all that you do in support of our university.