

UMASS LOWELL

ARAMARK CATERING ORDERS OVER \$500.00 FOOD AND BEVERAGE PROCESS TO OPEN PURCHASE ORDER WITH PRE-APPROVAL

- Select purchasing category- Goods only or Services under \$50k
- Select Aramark Supplier (Aramark Vendor # 0000043203)
- Commodity code- 761560 (Food Services)
- **Upload** the completed UPST pre-approval form, Events in excess of \$500.
- **Approver Responsibility in BuyWays**-Ensure that pre-approval form has been uploaded into BuyWays
- The Controller's Office will do random audits to ensure that the BTE policy is being followed
- Aramark **will not** accept an order without the PO if the order is over \$500.

Note: When Aramark receives the PO, they will assume Events in Excess of \$500 form is complete. Aramark is not responsible for POs received without prior authorization.

