



Idaho State  
University

November 7, 2019

**To:** ISU P-Card Holders/ReqMasters/UBOs

**From:** Rick Dutson/ Director of Purchasing

**Re:** Chartwells Catering - Payment Type Change (P-Card)

Historically, ISU departments have submitted purchase requisitions for Chartwells catering services which resulted in the generation of a purchase order and subsequent invoice. This process is very resource intensive and costly for both ISU and Chartwells.

In discussions with Chartwells management, we have agreed to implement the use of P-cards in lieu of purchase orders (standing and regular) for payment of catering services on campus, effective immediately.

Most of you are familiar with using CaterTrax for arranging catering services for your events. This process will remain the same. As you proceed with your catering services request, in the **Payment Method** tab, you will select "Credit Card" from the drop-down list. You will be prompted enter the information for a new credit card, you can check the "Save Wallet Entry for Future Use", if desired. Continue with the processing of your order. An Order (invoice) Number will be assigned for your records.

Chartwells **Will Not** charge your P-card until the date of the actual event. At that time, you will receive a copy of the invoice, via email, for your records to attach to your Bank of America transaction when reconciling. Be sure to attach the final invoice, not the order/invoice associated with the placement of the order to your P-card transaction.

On occasion there will be events that the catering charges will exceed your P-card daily transaction limit. Please contact our office at x. 3111 to request a temporary increase in your P-card limit to cover the charges.

We do have an exemption to this policy... Housing Student Meal plans and Early Learning Center. Due to the high dollar amount and federal regulations associated with these programs they will remain on a standing purchase order.

**Summary:**

Payment Types

- Authorized Payment Types
  - P-Card (most purchases)
  - One-time P-card increases for larger single events
  - Direct Pay (events with alcohol consumed)
  - Standing PO (Student Meals and Early Learning Center Only) invoiced monthly

**ISUPP2570, Purchasing Card Policy and Guidelines reflect this change.**

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**ROAR**

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