

Payment Process for ARAMARK Catering-

Once an event is completed by ARAMARK, the following steps need to be followed in order to process payment.

Option I: VP2 Payment Process

1. Once the catered event is over, ARAMARK will send a final invoice to the department. The final invoice which you receive will have an invoice number with ten digits. Please **do not** process payment using an event order number. Use the 10-digit invoice number only.
2. Department will complete BEF ensuring that all fields are completed including authorized signatures. Do not forward this BEF to ARAMARK (see #5 below)
3. Department will process a VP2 in DEFINE, using the vendor id of **2CTJU5H**, mail code **033**. This will insure that the funds will be sent direct deposit. In the check distribution space please put a U. The vendor name that will appear on your voucher is **ARAMARK EDUCATIONAL SERVICES LLC**.
4. The correct object codes to use will be 1323, 1324 or 1327 depending on the purpose of the event; 1343 if using an account which is tied to event for student benefit.
5. Department will attach original completed BEF and original invoice to a screen print of the VP2 and send to Disbursements.
6. Disbursements will review the payment voucher, and approve for payment. If there is a question concerning the voucher, the voucher creator will be contacted by a member of the Disbursements approval team.
7. Payment terms are **net 30 days** and these terms must be strictly adhered to or your department will risk losing the privilege of booking events thru ARAMARK. Please process the VP2 as soon as possible after receipt of the invoice; remember, once the paperwork is received in Disbursements, ample time is needed for Disbursements staff to review and approve.

Option II: Special Event Pro Card

1. If you have a Special Event Pro Card, you may use this payment method. When booking the event, please give your card number to ARAMARK personnel.

2. When using your Special Event Pro Card, there is no reason to send a BEF to ARAMARK or the Disbursements department. Complete the BEF; attach it to your original invoice and keep it in your files in case of a Pro Card audit.

3. Once ARAMARK has completed the charge against your Special Event Pro Card, the charge will show up on your DEFINE account as a VP7 document. This VP7 document is payable to JP Morgan, however, will reflect the charge to vendor
[ARMARK EDUCATIONAL SERVICES LLC](#)

Should you have further questions concerning an invoice from ARAMARK, please contact:

Suzanne Hickman 458 4209 or via e-mail:

Hickman-suzanne@aramark.com

Information regarding UTSA Entertainment & Hospitality Guide may be found at:

<http://www.utsa.edu/financialaffairs/opguidelines/1.4.1.html>