

## COMMUNITY COLLEGE OF RHODE ISLAND

### REQUEST FOR FOOD SERVICES from LESSINGS FOOD SERVICE

1. Please complete Form # F-1 and contact one of the following Lessings Food Service representatives below to obtain an estimated food cost for your college related event. Form # F-1 is found on the Purchasing Webpage at [this link](#).
  - Lincoln Campus: Joe DiMaso at Ext. 7020
  - Warwick Campus: Sal Pate at Ext. 2395
  - Providence Campus: Ext. 6041
  - Newport Campus: Ext. 1645
2. Before Lessings can provide the required service on the date specified on Form # F-1, a Banner Finance Purchase Order number will need to be issued to them in order to confirm the Food Service request.

Please complete a Banner Finance Purchase Requisition using vendor ID 94188586 for the estimated total of your Food Service Request. On the first line of the Requisition, describe the college function in need of Food Services (i.e. Faculty meeting with Students, or college event with guest speaker). If additional lines are needed for this description, please use the Item Text area (Options, Item Text and then Save). On that same line, be sure to include the first food item you are requesting. On the second line of the Requisition, note the second food item, etc.

Once the Purchase Requisition has been completed, please send a copy of the F-1 form with the Requisition number written in upper right corner via inter-office mail, fax or PDF as an email attachment to Patricia Lewis in the Purchasing Office: [pllewis@ccri.edu](mailto:pllewis@ccri.edu) (Phone: 825-2080 or Fax: 825-2328). She will issue a College Purchase Order and forward it to the appropriate Lessings campus representative. Note: Please allow a minimum of two weeks for processing. Also note: Lessings Food Service will NOT provide food services without a Purchase Order.

3. Please keep in mind that State or Grant funded food service requests must be in compliance with State Policy, A-36 which can be found at [this link](#).
4. Lessings Food Service invoices the college on a monthly basis. These invoice billings will be processed by the Accounts Payable Office. After processing, you will see food charges listed in the expense transactions under account code 714284.