

CATERING DISCOUNT

INFORMATION SHEET

Monarch Catering is excited to offer our customers the opportunity to earn a **15% discount** on their catering orders!

ELIGIBILITY

Customers who order through **CATERTRAX** from Monarch Catering and our national brand affiliates (Subway, Chick-fil-A, Panda Express, Einstein Bros. Bagels, Starbucks and Raising Cane's) and will be paying with **tax exempt university funds** using their **P-Card or a DO/EP/PA01** may be eligible for the discount.

The discount is not available to non-university groups or campus organizations not using university funds (ODURF, ODAF, sororities, fraternities, clubs or organizations without a budget from LSI).

The discount does not apply to menus previously discounted (i.e. student menus and custom menus), or to orders being paid with Monarch Plus funds. Discount does not apply to functions being held in the SB Ballard Stadium or the Ted Constant Convocation Center.

STEPS

The catering order needs to be placed a minimum of **(7) full days prior** to the date of your function.

Example: For a Tuesday event, orders must be placed no later than Monday of the previous week.

A full (7) days prior to the date of the function:*

1. the menu and final guest count must be confirmed,
2. complete billing information must be in place, AND
3. a signed contract along with all necessary DO/EP/PA01 paperwork must be submitted to the catering office.

*If any changes to the menu, guest count (beyond 10%), or billing information are made after this time, the discount is no longer available.

APPLICATION OF THE DISCOUNT

If all above criteria have been met, the entire order will be discounted 15% the day after an event takes place and is billed. The P-Card will be charged and processed for the lower amount. It will not be necessary to sign off on the lower amount. Functions that require an invoice to be created (those paying with a DO/EP/PA01) will be billed at the lower amount.

If at the time of billing, the P-Card payment attempt does not clear, the 15% discount will not be applied, even if above criteria have been met.