



HWCOM Finance Catering Request

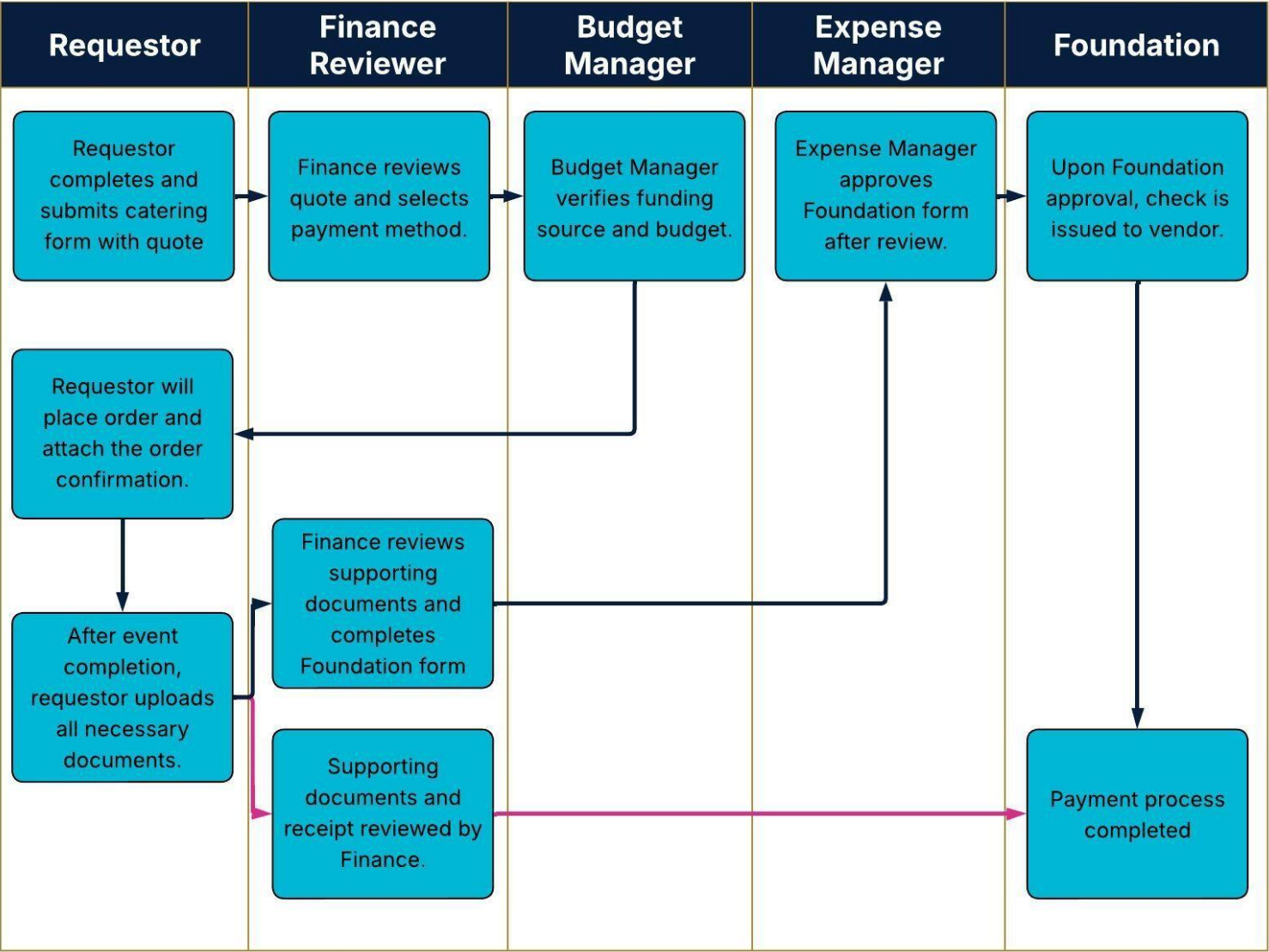
07-1-2025

Requestor Guide



Herbert Wertheim
College of Medicine

Catering Workflow Guide



All Statuses

1. Finance Approval
2. Budget Approval
3. Order Confirmation
4. Supporting Documents
5. Payment Process: Foundation Invoice
- 5.1 Payment Process: EM Approval
6. Payment Process
7. Completed
- 7.1 Cancelled

DO'S & DON'TS

Catering

DO

- ✓ Submit Catering request via Finance 360 **at least four (4) weeks in advance** of event date
- ✓ Include event details, and attach quote
- ✓ Include supporting documentation, including calendar invite, event flyer, list of attendees and their affiliations. (For more than 25 guests, list in categories)
- ✓ Include invoice along with supporting documentation, if available upon immediate conclusion of event.

DON'T

- ✗ Use comfin@fiu.edu to submit your catering requests.
- ✗ Place orders directly with vendors without appropriate approvals in place, first.

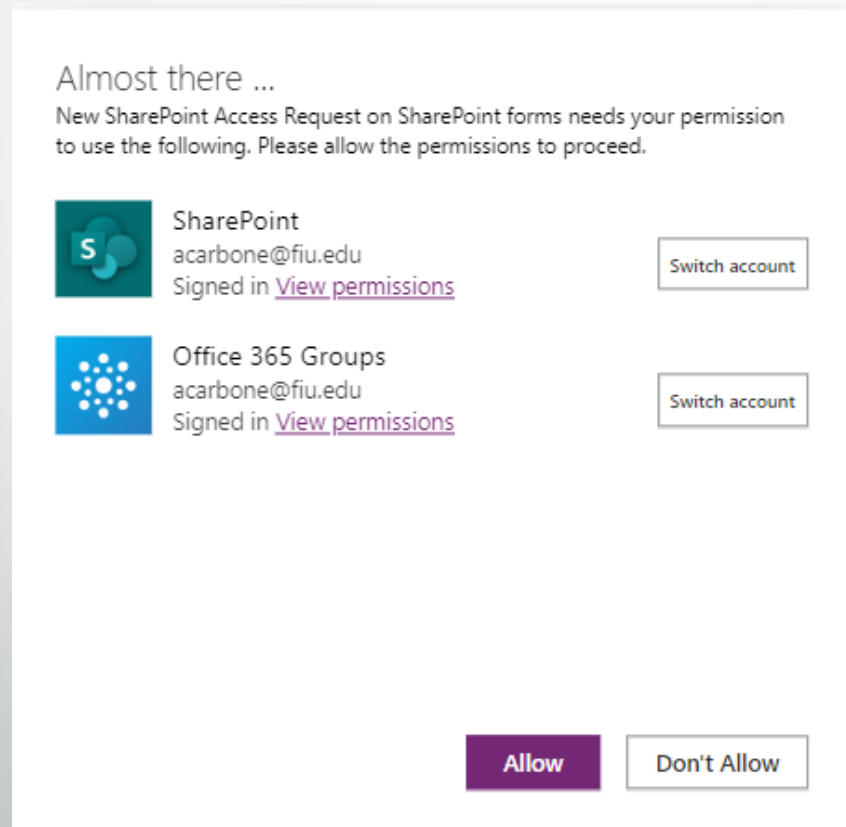


Start of Request

[Form Link - Catering Form](#)

Connector Screen

New users will receive a connector link to request access, which IT will approve upon completion of training. (Note: This step may not appear for all users.)



Request Main Screen

Please make sure to scroll through the form to fill out all fields.

FIU

Herbert Wertheim
College of Medicine

HWCOC Catering Request

Documentation

Summary

Admin

Submit

Personal Information

* Requestor

Find items

▼

* Department

Copy on Request

Find items

▼

Event Information

* Date And Time Of Event

12

▼

:

00

▼

AM

▼

* Event Name

* Location Of Event

* Vendor

* Budgeted Amount

* Attendee Count

* Attendee Type

Find items

▼

* Funding Source

* Department Approver

Find items

▼

Missing Required Fields

The form will not let you submit if a required field is not completed. The required fields will have an asterisk and will be highlighted red if required.

Save X Cancel Copy link X

FIU Herbert Wertheim College of Medicine

HWC Catering Request

Documentation Summary Admin Submit

Personal Information

* Requestor
Isabella (Isa) Beovides

* Department
Department is required.

Copy on Request
Find items

Event Information

* Date And Time Of Event
7/1/2025 12:00 PM

* Event Name
Assembly

* Location Of Event
MARC

* Vendor
Panther Catering

* Budgeted Amount
450

* Attendee Count
25

* Attendee Type
Faculty

* Funding Source
2222222222

* Department Approver
Isabella (Isa) Beovides

Supporting Documentations

Support Documents

Attach a quote or estimate for review.

Benefit to FIU

- What is the purpose of this event?
- How does it support FIU's mission or goals?

Department Notes

Use this section to share relevant details, such as:

- If your department does not have a credit card
- Any additional information we should be aware of
- If the attendee type is other, you may specify in this box

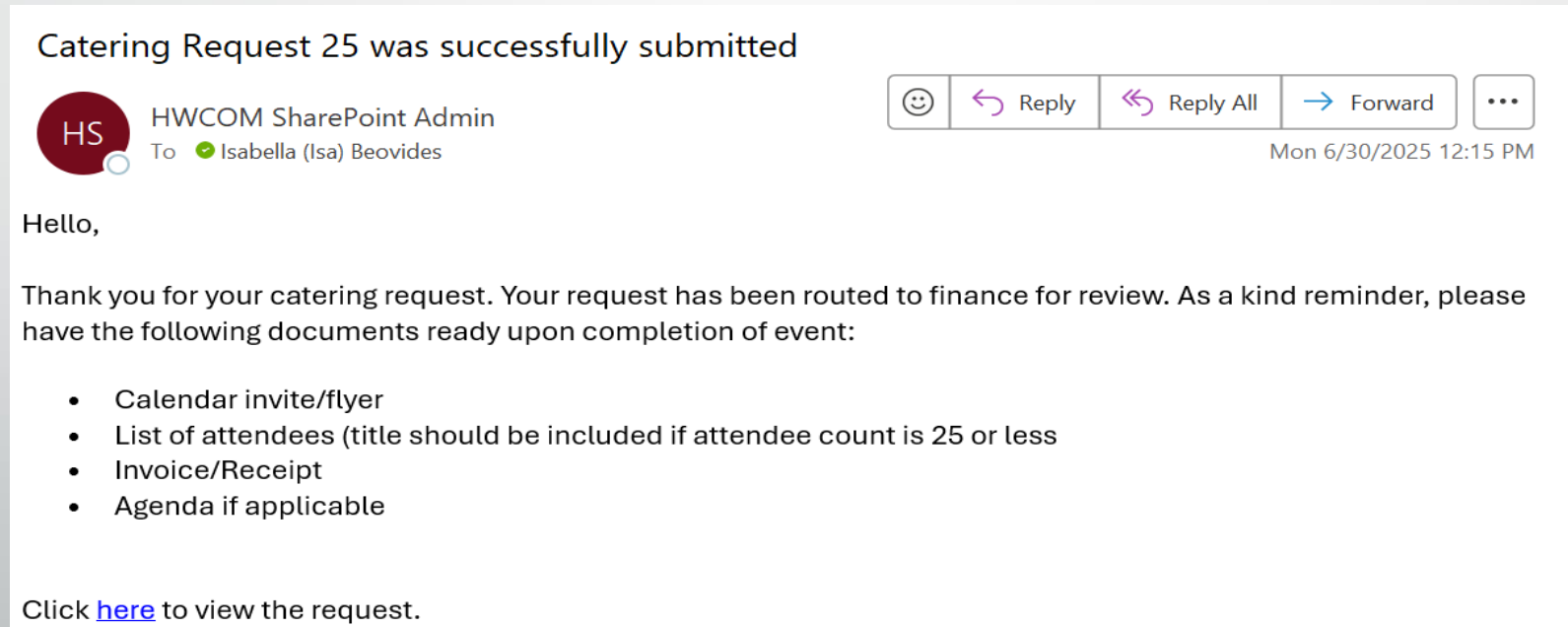
The screenshot shows a web browser window displaying the FIU Herbert Wertheim College of Medicine (HWC) Catering Request form. The browser's address bar shows the URL and a 'Copy link' button. The form has a dark blue header with the FIU logo and the text 'Herbert Wertheim College of Medicine'. Below the header is a dark blue bar with the text 'HWC Catering Request'. The form is divided into several sections: 'Documentation' and 'Summary' tabs at the top, followed by a 'Find items' dropdown menu. Below this is a 'Department Approver' section with a 'Find items' dropdown menu. A 'Notes' section is highlighted in gold. Below the 'Notes' section are two text input areas: 'Benefit To FIU' and 'Department Notes'. At the bottom, there is an 'Attachments' section with a 'There is nothing attached.' message and an 'Attach file' button, and a 'Quote Attached?' section with a 'Find items' dropdown menu. The form also includes 'Admin' and 'Submit' buttons.

Emails before Status 1: Waiting on Finance to Review

1. Requestor Email- Submission Confirmation

After Submitting the Catering Request Form, the requestor will receive a confirmation email.

The Finance team will review your request to ensure it aligns with university policies.



Status 2: Budget Approver

- Select “edit all” on the upper left corner
- Scroll all the way down on the Documentation Tab to view the Status 2 section
- Select Approve or Deny in the decision box along with your date and signature

Edit all

Copy link

Panera Order.pdf

TV.jpg

Yes

Status: 2. Budget Approver

Approver Decision

Approver Notes



Approver Date

Approver Signature

Email Sent in Status 3: Waiting on Requestor to Place Order

3. Requestor Email- Order Confirmation

Catering Request 25 has been approved

 HWCOC SharePoint Admin
To  Isabella (Isa) Beovides

Mon 6/30/2025 12:42 PM

Hello,

This catering request has been fully approved. Please proceed with confirming the order with the vendor. Payment will be processed via Foundation Invoice.

Click [here](#) to view the request.

After Budget Approval




You will receive this email once your catering request has been approved by the designated budget approver.

Order & Payment Instructions

This email explains how to place your order and how payment will be processed through one of the following methods:

- Foundation
- Department Credit Card
- Invoice
- Purchase Order

Catering Request 23 has been approved

 HWCOC SharePoint Admin
To  Isabella (Isa) Beovides
Cc  Ashley Gordon

Mon 6/30/2025 10:14 AM


Hello,

This catering request has been fully approved. Please proceed with confirming the order with the vendor. Payment will be processed via Credit Card.


Click [here](#) to view the request.


Status 3. Order Confirmation

Please attach your order confirmation or receipt by selecting “**Edit All**” in the upper-left corner and uploading the file in the **Attachments** section.

 Edit all

Copy link



 **Herbert Wertheim
College of Medicine**

Request: 38

HWCOC Catering Request





Main Screen

Submit

Status: 3. Order Confirmation

| Attached Order Confirmation? | Attached Order Date | Attached Order Amount |
|------------------------------|----------------------|-----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Attachments

-  BMS 6001 Unit I Catering Order_8.15.25.docx
-  BMS 6001 Unit I Grading Agenda CTE_8.15.2025.docx
-  Unit 1 CTE Grading CO 2029 Invite.pdf
-  Unit 1 Panera Bread Receipt Catering_7.03.25.pdf

Credit Card Information- GL Accounts

Important GL Account Updates

The Office of the Controller has created some new GL Accounts to help the University track expenses in several categories more effectively. Additionally, we will be inactivating GL Account 773801 Food Products. Please refrain from coding any expenses to this GL Account.

New Account 773607 – Instruct. Supplies Food Items – This account is to be used for food items utilized in instructional labs and programs (i.e. science, chemistry, hospitality management, research, etc.).

New Account 711608 – Food Items Noncatered Events – This account is to be used for food, including platters, sandwiches, bakery goods, pizza, desserts, non-alcoholic beverages, etc. purchased for meetings/events/trainings etc. with total food costs not exceeding \$750. On-campus events with food costs exceeding \$750, are required to contract catering services from FIU's approved catering vendors, unless the Office of Business Services approves an exception for the event.

Account 711601 is being renamed to Catering Services. This account should be used for all catered events.

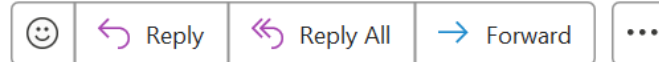
Email sent on Status 4: Pending Supporting Docs

Action Required: Catering Request 17 requires attachments



HSCOM SharePoint Admin

To  Isabella (Isa) Beovides



Fri 3/28/2025 10:00 AM

Hello,

Hope your event went well! Please attach supporting documents to the request. These attachments should include:

- Calendar invite/flyer
- List of attendees (title should be included if attendee count is 25 or less)
- Invoice/Receipt
- Agenda if applicable

Click [here](#) to view request.

Status 4. Waiting Support Documents

Please ensure all required documents are attached.

- Click “**Edit All**” in the upper-left corner
 - Upload the necessary files
 - Select “**Yes**” under “Support Docs Attached” and enter the date
- Once everything is complete, click **Submit**.

The screenshot shows a web form for a catering request. At the top, there is a header with the FIU logo and 'Herbert Wertheim College of Medicine'. Below this is a dark blue bar with 'HWCOC Catering Request'. The form is divided into sections. The 'Main Screen' section has a table with three columns: 'Support Docs Attached?' (with a 'Yes' dropdown), 'Supp. Doc. Date' (with a date input '7/31/2025'), and a third column with the value '445'. Below this is an 'Attachments' section with a file upload area showing a PDF file named 'Panera Quote- Faculty Meet and Greet Luncheon.pdf'. A yellow bar indicates 'Status: 4. Supporting Documentation'. Below this, there are two red boxes highlighting the 'Supporting Docs Attached?' dropdown (set to 'Yes') and the 'Supp. Doc. Date' input field. At the bottom, there is a list of required documents: Invoice, Event flyer/Calendar Invite, Attendees list (with instructions), Agenda, and Any other documents to support this event.

Edit all Copy link

FIU Herbert Wertheim College of Medicine

Request

HWCOC Catering Request

Main Screen

| | | |
|-----|-----------|-----|
| Yes | 7/31/2025 | 445 |
|-----|-----------|-----|

Attachments

Panera Quote- Faculty Meet and Greet Luncheon.pdf

Status: 4. Supporting Documentation

Supporting Docs Attached?

Supp. Doc. Date

Please use above attachments section and ensure to submit all of the following:

- Invoice
- Event flyer/Calendar Invite
- Attendees list (If less than 25 people, please include each attendee's title. If more than 25 people, you will only need to include their classification).
- Agenda
- Any other documents to support this event

Emails before Status 7 Completed


7. Requestor Email- Catering Request Completed

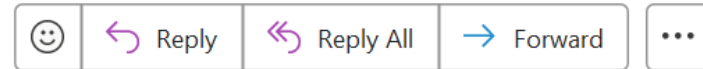
Catering Request 25 has been completed



HWC

HWCOM SharePoint Admin

To  Isabella (Isa) Beovides



Mon 6/30/2025 3:25 PM

Hello,

Catering request 25 has been successfully completed.


Denied Email

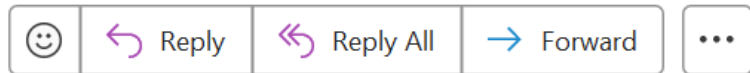
7.1. Requestor Email- Denied Email

Catering Request 26 has been denied



HWCOW SharePoint Admin

To  Isabella (Isa) Beovides



Mon 6/30/2025 12:48 PM

Hello,

Your catering request has not been approved. Please reach out to finance for more information.

Click [here](#) to view request.