

Associated Students Conference Services, CSU Chico

Bell Memorial Union 213

P.O. Box 7570

Chico, CA 95927-7570

TEL: 530-898-6414 | FAX: 530-898-5295

INVOICES & PAYMENTS:

CSUC campus departments must provide a Purchase Order (P.O.) for all catering bookings that will be paid out of State Funds. The P.O. must be provided to AS Catering prior to providing service.

- Please use the Catering Confirmation to request the P.O. from Procurement. Please do not wait until the final invoice is received to request the P.O.
- A Foundation Account number may be provided in lieu of a P.O. for catering orders that will be paid out of a Foundation Account.
- Once the event is complete, the campus department listed as customer will receive the final invoice (we do not bill Accounts Payable or the Foundation directly). It is the customer's responsibility to forward the invoice to AP or Foundation for payment to AS Catering. Fees must be paid within 60 days of the invoice date. Exception: All May and early June events must be paid by June 15th for Fiscal Year end.

CSUC OrgSync approved student organizations must pay all fees prior to service. Events will not be confirmed and catering services may be cancelled if full pre-payment is not received three days prior to the event. Acceptable forms of payment include cash, check, credit card, and/or ICT via club account.

- Payments may be made in the AS Financial Services Office in BMU219. Credit card payments may be called in directly to them at 530.898.6815.
- Please reference the reservation number and event name on all payments.

Off-campus organizations/individuals must pay all fees prior to their event. A minimum deposit of \$500 is due upon booking. The balance is to be paid at the time the guaranteed headcount is provided, at least seven (7) working days prior to the event.

- A check may be mailed to the above address, or a credit card payment may be called in directly to the AS Financial Services Office at 530.898.6815.
- Please reference the reservation number and event name on all payments.

If you need any assistance, please contact the AS Catering Office at 530.898.6414 or you may contact Elaine Kramer, Catering/Conference Services Manager, at 530.898.5847.

Thank you,
AS Catering