



The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

## THE UNIVERSITY CORPORATION

**Procedure Number: CO006**

**January 25, 2006**

**Revised On: June 22, 2012**

  
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**John Griffin, Chief Financial Officer**

### CATERING BILLING PROCEDURES

- 1) Create Banquet Event Order (BEO) including:
  - a. Contact person's name and department (if on campus)
  - b. Address (including mail drop if on campus)
  - c. Phone number, cell phone number & email address
  - d. Customer number from the PeopleFinder Customer List
  - e. Method of payment (Mastercard, Visa/Pro card, AMEX number & expiration date)
  - f. Direct pay stamp/Purchase Order Number
- 2) After event is completed:
  - a. Make any modifications to BEO
  - b. Assign a billing number (BEO No.)
- 3) Take revised BEO to TUC Accounting with:
  - a. Billing number
  - b. Payment
  - c. Signed copies
- 4) TUC Accounting will:
  - a. Calculate the tip info
  - b. Create invoice
  - c. Send invoice to client (on campus or offsite)
  - d. Follow-up on unpaid invoices