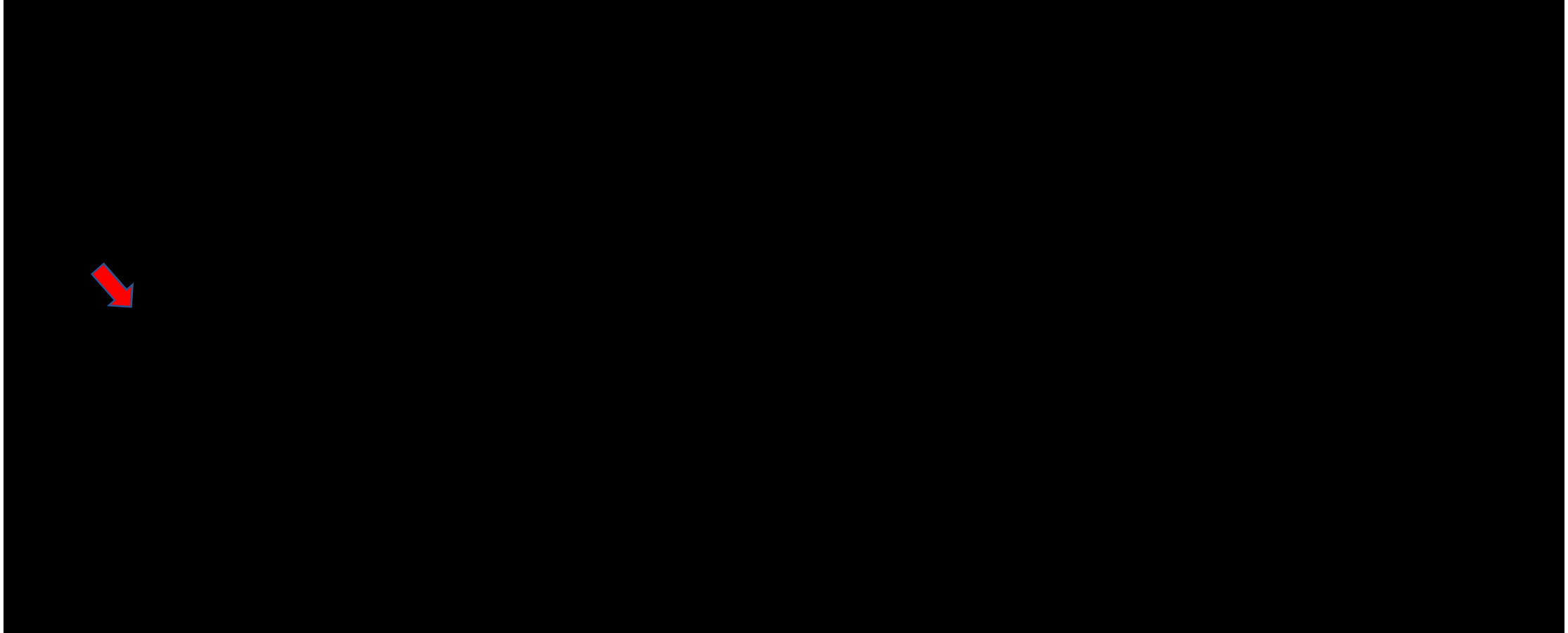


Compass (Chartwells) Requisition Process & Requirements

FOOD ORDER: <https://lamaruniversity.catertrax.com>

The screenshot displays the Compass (Chartwells) Requisition Process & Requirements interface. At the top, the requisition number "162235075" is visible. Below this, there are navigation tabs for "Summary", "PO/Briefing", "Contracts", "Attachments", and "History". The main content area is divided into several sections: "Billing", "General", and "Shipping". The "General" section is currently active and shows details such as "Status", "Deadline", "Attn: Seth Douget", "Accounts Payable", and "United States". The "Shipping" section is also visible, showing "Delivery Options" and "Credit Card Info". The "Purchasing Contract" section is partially visible at the bottom. The interface is designed with a clean, professional look, using a combination of white, gray, and blue colors.

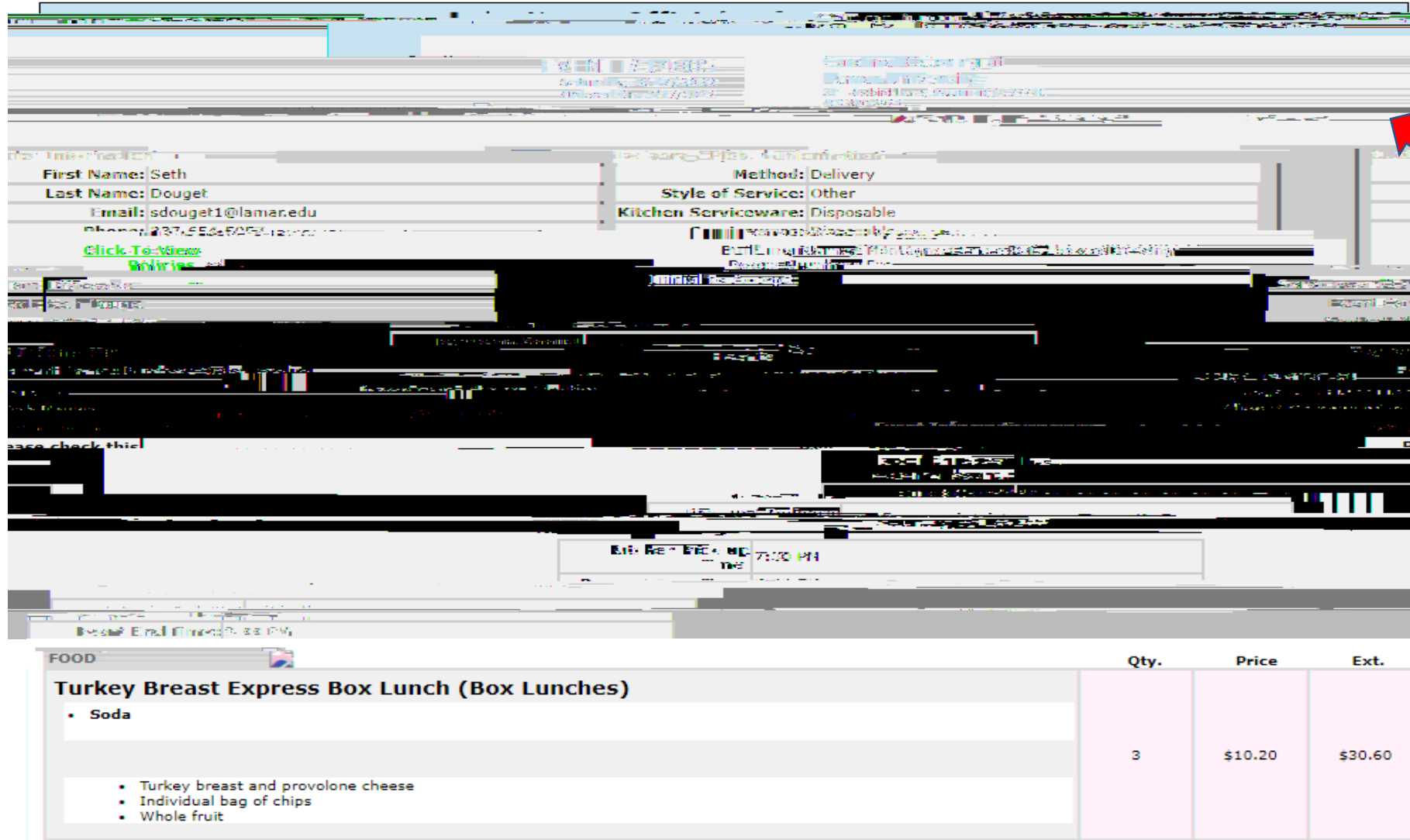
Requisition line items must be typed exactly as the line items on the 'Pending PO' Event Form
Type EVENT # at the beginning of the first line item only



'PENDING PO' EVENT FORM

Required attachment to process requisition provided by Compass

Other Compass documents not required.



The screenshot shows a requisition form with a red arrow pointing to a field in the top right corner. The form contains the following information:

Personnel Information:
First Name: Seth
Last Name: Douget
Email: sdouget1@lamar.edu
Phone: 237.556.5053

Order Details:
Method: Delivery
Style of Service: Other
Kitchen Serviceware: Disposable

Item Description:
FOOD
Turkey Breast Express Box Lunch (Box Lunches)
• Soda
• Turkey breast and provolone cheese
• Individual bag of chips
• Whole fruit

	Qty.	Price	Ext.
Turkey Breast Express Box Lunch (Box Lunches)	3	\$10.20	\$30.60