1. Obtain approval from your project budget-holder to charge the cost of catering to your project.

2. There is no preferred supplier for UNSW catering as at 24 September 2013, therefore you can choose any caterer you would like. The following is an option:

   **Packed Lunch**
   8332 1080 or visit website [http://packedlunch.foodstorm.com/](http://packedlunch.foodstorm.com/)

**NOTE:** Large catering orders need at least 48 hours notice before the meeting will take place. It is always better to give as much notice as possible and to advise the caterer of any dietary requirements.

3. Return invoices to the finance manager together with the following information:
   - Project to be charged
   - Purpose/objective of the event
   - Type of food serviced (if not indicated on the invoice)
   - Number of UNSW staff
   - Number of others
   - Where the event was held - either off or on campus and if ‘off campus’ where
   - How long the event lasted