



Aramark

Aramark provides individual catering for your meetings and gatherings, as well as M&G gift cards

- Website: <https://sundevildining.asu.edu/catering>
- Email: ASUCatering@gmail.com
- Phone: 480-965-6508

General process

- Contact Aramark and place your order
- Let them know that payment will be made via PCard
- Aramark will give you a reservation confirmation page (see example on next page)
- A week after your event, you should get an invoice
- Upload all to your purchase request along with a Business Meals Form and attendance list (if food) or participation incentive log (if gift card)
- The Business Office will contact Aramark directly via phone to make payment
- Once a receipt is obtained, your purchase request will be approved

This can be found on our website - <https://www.asuusg.com/spending-guidelines>

Review the guidelines for Pay by P-Card

If ordering M&G Gift Cards, review the guidelines for Gift Cards

If ordering food, review the guidelines for Food