

Purchasing

From: Heintz, Kelly
Sent: Tuesday, November 29, 2016 8:31 AM
To: Administrative Support
Subject: Sodexo Requisitions

Hello. Now that Sodexo has their ordering system in place the info needed on their requisitions has changed.

Please add the following info to the LINE ITEM DESCRIPTION of all Sodexo requisitions.

Service Description
Event Name
Event Date
Sodexo Order #
Event's Contact name and number

Thank you for your support.

Kelly Heintz

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