



Activities and Housing

Procedure

Internal funds used for individual or group Whalebucks cards:

- 1 – Meet with the Dining Services Manager to work out the cost of catering and or meal plan for each program or event.
- 2 – Create an Entertainment Form and have it approved by the Business office or Grants. Due to restrictions with grants, if the entertainment form is not approved prior to creating the call number you may be subject to having your purchasing rights revoked. Once Entertainment form has been approved then a call number can be created.
- 3 – Create a call number for the amount that was decided with the Dining Services Manager. This amount is non-fundable and will expire at the end of the event. This amount may be placed on one card or the amount may be split between multiple cards.
- 4 – Create a call number through Banner using BJ08141 for the amount agreed upon with Dining Services Manager. Bring a copy of the signed call number to both that Dining Services Manager as well as the Housing Specialist.
- 5 – Housing Specialist will contact with the Whalebucks Administrator to set up the card(s). The cards can be picked up at the Cashier's office.
- 6 – Dining Services Manager will create a “catering form” for the total amount of the Purchase Order.
- 7 – NMS will generate an invoice from the catering form for the agreed upon amount. That invoice will be mailed to Accounts Payable.
- 8 – The unused portion of the meal plan will be removed at the end of the event. The unused portion of the meal plan is non refundable.

**Nana Management Systems has exclusive catering rights on the UAS campus.