



# Memorandum

**TO:** All Departments

**FROM:** Gerry Labelle - Director, Financial Services  
Raymond Coutu - Manager, Purchasing, Insurance & Risk Management  
Giselle Bessette - Food Service Director, Aramark

**DATE:** October 11, 2005

**RE:** *New procedures for Food Services catering*

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Effective immediately, there will be a new procedure (see attached) for ordering lunches, coffee, muffins, etc. from Food Services. All orders will now be placed using Aramark's web page "[www.laurentian.ca/aramark/](http://www.laurentian.ca/aramark/)".

If you have any questions, please contact myself at extension 3047 or Giselle Bessette at extension 2609.

Gerry Labelle  
Director, Financial Services

Raymond Coutu  
Manager, Purchasing, Insurance &  
Risk Management

Giselle Bessette  
Food Service Director, Aramark

GL/hr

Encls.



**PROCEDURE: PLACING ORDERS WITH FOOD SERVICES**

All orders are to be placed via the internet using the following web-site:

“[www.laurentian.ca/aramark/aramark\\_food\\_order.php](http://www.laurentian.ca/aramark/aramark_food_order.php)”.

**All items at the top of the form (Appendix A) must be completed.** Once all items have been completed, scroll to be bottom of the form and click on “Calculate Order” and then “Send Order”. Shortly after the order has been sent, you will receive an e-mail from Aramark confirming the order.

Once the function is over, Aramark will email a copy of the invoice to the department as well as the Purchasing Department confirming the final total.

If the total is less than \$1,500 it will be automatically charged to the Purchasing Department’s Visa Purchasing Card and subsequently charged to the appropriate department.

If the total is greater than \$1,500, the Purchasing Department will contact the department to obtain authorization to pay the invoice and verify with the Budget Department for available funds. Once the departmental approval has been received, Purchasing will advise Aramark to proceed.

**IF YOU RECEIVE AN EMAIL OR CONFIRMATION WHICH HAS NOT BEEN PROPERLY AUTHORIZED, PLEASE CONTACT GISELLE BESSETTE AT ARAMARK (EXTENSION 2609).**

If you have any questions regarding the procedure, please contact Raymond Coutu in the Purchasing Department (extension 1555).

We would appreciate a minimum of two weeks notice for placing orders and 48 hours to confirm numbers. For Weekend & Holiday Service, minimum requirements will be necessary. Please be advised that only internal caterings with a budget number will be processed. Please contact us for additional information. Minimum of \$35.00 order. Visit <http://aramark.laurentian.ca/> & download our Menu.

Nous apprécions un minimum de deux semaines lorsque vous envoyez votre commande et un minimum de 48 heures pour confirmer le nombre de personnes. Pour le service de fins de semaines et jours fériés, un minimum sera requis; s'il vous plaît, contactez nous. Nous acceptons uniquement les commandes internes accompagnées d'un numéro de budget. Commande minimales \$35.00. Visitez notre site a <http://aramark.laurentian.ca/> et télécharger notre menu.

<b>Date:</b>	10/12/05	<b>Contact/Personne Responsable:</b>	G. Labelle	<b>Price/Prix</b>		<b>Qty/ Qua</b>		
<b>Event Day/Date de l'événement:</b>	10 14 05	<b>Telephone/Téléphone:</b>	3047	<b>Linen/Nappes:</b>	\$3.00	2		
<b>Time/Heure:</b>	3:30 <input type="radio"/> AM <input checked="" type="radio"/> PM	<b>Fax/Télécopieur:</b>	4867	<b>Round Table/ Table ronde:</b>	\$7.00			
<b>Weekday/Jour:</b>	Friday/Vendredi	<b>Department:</b>	Financial Services	<b>China/ Porcelaine:</b>	15%	Yes/Oui <input type="radio"/> No		
<b>Cleanup Time/Heure de ramassage:</b>	5:30 <input type="radio"/> AM <input checked="" type="radio"/> PM	<b>#Guests/ #invités:</b>	10	<b>Paper/ Disposable:</b>		Yes/Oui <input checked="" type="radio"/> No		
<b>Location/Livré a local:</b>		<b>Email/Courriel:</b>	glabelle@laurentian.ca	<b>Budget # # de budget:</b>	n/a			
<b>Billing Address/Adresse de facturation:</b>							<b>Approved by/ Approuvé par:</b>	
							<b>Date:</b>	
							<b>LU Employee/ Employé de UL?</b>	Yes/Oui <input type="radio"/> No/Non <input type="radio"/>

<b>Beverage/ Brevages</b>	<b>Price/ Prix</b>	<b>Qty/ Qua</b>	<b>Total</b>	<b>Bakery/Pâtisseries</b>	<b>Price/ Prix</b>	<b>Qty/ Qua</b>	<b>Total</b>	<b>Salads/Salades</b>	<b>Price/ Prix</b>	<b>Qty/ Qua</b>	<b>Total</b>
Coffee/Café	\$1.25	5	\$6.25	Muffin	\$1.30	4	\$5.20	Chicken Caesar/G. César au poulet	\$5.50		\$0.00
Tea/Thé	\$1.25	4	\$5.00	Croissant	\$1.75	4	\$7.00	Lg. Caesar/Grande César	\$4.50		\$0.00
Herbal Tea/Tisane	\$1.25		\$0.00	Bagel	\$1.85	4	\$7.40	Lg. Garden/G. Jardin	\$3.95		\$0.00
Water (bottled)/Eau en bouteille	\$1.25	3	\$3.75	Cookies/Biscuits	\$0.90		\$0.00	Lg. Greek/G. Grecque	\$3.95		\$0.00
Perrier	\$1.95		\$0.00	Cin. Bun or Danish/Brioche a la cannelle	\$1.75		\$0.00	Sm. Coleslaw/P. au choux	\$1.95		\$0.00
Juice/Jus	\$1.25		\$0.00	Butter Tarts/Tartelette au beurre	\$1.25		\$0.00	Sm. Potato/P. Pommes de terre	\$1.95		\$0.00
Pop/Boissons gazeuses	\$1.25		\$0.00	Yogourt	\$1.50		\$0.00	Sm. Pasta/P. Pates	\$1.95		\$0.00
Diet Pop/Boissons gazeuses diet	\$1.25		\$0.00	Whole Fresh Fruit/Fruit frais entier	\$0.75		\$0.00	Sm. Caesar/P. César	\$2.75		\$0.00
Milk/Lait 250 ml	\$1.25		\$0.00	Fresh Fruit Salad/Salade de fruit frais	\$1.75		\$0.00	Lg. California Mix/G. Californienne	\$3.95		\$0.00

<b>Platters/Plateaux</b>	<b>Price/Prix</b>	<b>Qty/Qua</b>	<b>Total</b>	<b>Other/Autres</b>	<b>Price/Prix</b>	<b>Qty/Qua</b>	<b>Total</b>
Fresh Fruit Tray/Fruits frais	\$3.00	1	\$3.00	Hot Classic Canapes per dozen/Canapés Classiques chauds dz	\$9.50		\$0.00
Cheese & Crackers/Fromages et craquelins	\$3.20	1	\$3.20	Hot / Cold Deluxe Canapes per dozen/Canapés Deluxe chauds/froids dz	\$18.00		\$0.00
Veggies and Dip/Légumes et trempette	\$2.50		\$0.00	Presidential BBQ/BBQ Présidentiel	\$21.95		\$0.00
Pickle Tray/Marinade	\$2.00		\$0.00	BBQ Dinner/Diner BBQ	\$13.95		\$0.00
Bakery Squares/Pâtisseries	\$2.00		\$0.00	Backyard BBQ/BBQ Patio	\$7.50		\$0.00

<b>Sandwiches</b>	<b>Price/Prix</b>	<b>Qty/Qua</b>	<b>Total</b>

Bakery Squares/Pâtisseries \$2.00 \$0.00 Backyard BBQ/BBQ Patio \$7.50 \$0.00

Sandwiches	Price/Prix	Qty/Qua	Total
Sandwich Plate, individual with crudite & Side Salad/Plat a sandwich individuel, inclus salade et crudite	\$7.25		\$0.00
Wrap Plate, individual with crudite & Side Salad/Roulade garnie individuel, inclus salade et crudite	\$7.95		\$0.00
Specialty bread with assorted meats/Assortiment de viande et pain de fantaisie	\$8.95		\$0.00
Sandwich Tray, 1 per person (Kaiser or Wrap)/Plateau de tortilla et/ou pain Kaiser garnis	\$3.95		\$0.00
Sandwich Tray, 1.5 per person (Triangular)/Plateau de sandwich assorties 1 1/2 par personne	\$3.25		\$0.00

Hot Luncheon Selections/Sélection de repas chauds	Price/Prix	Qty/Qua	Total
Chinese Buffet, includes coffee & tea/Bufet chinois inclus thé et café	\$9.95		\$0.00
Grilled Chicken, Potatoes & Veggies, includes coffee & tea/Poulet grillé, pomme de terre et légumes, thé et café	\$10.95		\$0.00
Beef Stroganoff, includes coffee & tea/Boeuf stroganoff inclus thé et café	\$8.95		\$0.00
Quiche, Salad & Dessert, includes coffee & tea/Quiche assorties, salade, dessert et thé ou café	\$9.95		\$0.00

Special Requests or Additional Information/Demande speciale, autre informations	Price/Prix	Qty/Qua	Total
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Special Request Total/Total demandes spéciales:			\$0.00

TOTALS	
Beverages/Brevages:	\$15.00
Bakery/Pâtisseries:	\$19.60
Salads/Salades:	\$0.00
Platters/Plateaux:	\$6.20
Others/Autres:	\$0.00
Sandwich:	\$0.00
Hot Lunch/Repas chauds:	\$0.00
Request/Speciaux:	\$0.00
Service:	\$6.00
<b>Sub Total/Sous total:</b>	<b>\$46.80</b>
<b>7% GST/TPS:</b>	<b>\$3.28</b>
<b>8% PST/TVS:</b>	<b>\$3.74</b>
<b>TOTAL:</b>	<b>\$53.82</b>

Calculate Order/Calculer l'ordre

Send Order/Envoyer l'ordre

ARAMARK Canada Ltd. 935 chemin Ramsey Lake Road, Sudbury, ON, P3E 2C6 - Tel/Tél: (705) 673-6559, Fax/Télécopieur: (705) 671-3829

\*Prices are subject to change / Les prix peuvent changer

**Gerry Labelle - Aramark Catering Confirmation**

**From:** <aramark@laurentian.ca>  
**To:** <glabelle@laurentian.ca>  
**Date:** 10/12/2005 11:39 AM  
**Subject:** Aramark Catering Confirmation

Classic Fare Catering Logo

Campus Food Order

Aramark Logo

**New Campus Food Order: #576**  
 Order was placed by: G. Labelle (3047)  
 Email Address: glabelle@laurentian.ca

Event Date: 10-14-05 (Friday/Vendredi)  
 Event Time: 3:30pm to 5:30pm  
 Event Location: L-302  
 Number of guests: 10

## Order details

Item	Quantity
Linen	2
Paper	Yes
Coffee	5
Tea	4
Water	3
Muffin	4
Croissant	4
Bagel	4
Fruit Platter	1
Cheese and Cracker Platter	1

**Sub Total \$46.80**

**GST \$3.28**

**PST \$3.74**

**Total \$53.82**

**Please contact Aramark to modify or cancel your order.**