



# MSJC

Mt. San Jacinto College

## The Eagles Nest Catering Menu

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# THE CATERING PROCESS

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Thank you for choosing Mt San Jacinto College catering services.

We strive to provide you with high-quality food and beverages with the service to match.

This guide is intended to help you as you plan your menu. We are here to assist in making your event a success.

“Mt. San Jacinto College Food Services is committed to providing our students, staff and guests with high quality foods and exceptional customer service, in a clean and safe environment.” You will need to email us a copy of your PR once entered into Galaxy. Catering@msjc.edu

**2 weeks advance notice and fully approved PR prior to event date**  
**Step by step instructions for filling out PR - N:\Public\Departments\CAFE**

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## CATERING POLICIES

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### Cancellations and Changes

Any event or menu item canceled or changed less than three business days prior to the event will result in a service charge of 100 percent.

### Served Meals

Depending on the size of your event, one or more servers may be needed to serve the event. Servers are \$25 an hour with a two (2) hour minimum.

### Delivery Charges

A \$50 delivery charge is added for all catering's under \$75.00



### Additional Information

Catering price includes food and beverages, disposable ware, buffet set-up, paper linen for the food table, clean-up and removal.

PLEASE CONTACT THE “FACILITIES” DEPARTMENT TO RESERVE YOUR TABLES, CHAIRS, TENTS, PODIUM, OR SOUND SYSTEM. THEY HAVE A FORM ON THE “P” DRIVE CALLED THE “FACILITY REQUEST FORM”. ORDER ADDITIONAL TABLES FOR FOOD (3)

Banquet size or square tablecloths \$14.00 each.

Drape tablecloths \$18.00 each

Cloth napkins are \$1.00 per person.

Minimum of 5 table cloths or delivery fee of \$25.00

Please note holiday linen colors are additional and cannot be guaranteed.

Catering prices are subject to state sales tax.

Events held on MSJC observed holidays are subject to additional labor charges.

MSJC Food Services is not responsible for any food or beverages not supplied by the department.

**Food and beverages purchased through MSJC must be consumed on the premises.**

Total pricing will reflect menu and service selections. Please feel free to ask any questions.

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# OUR KITCHEN COMMITMENT

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We believe healthy eating is critical to living a long and happy life. Therefore, we are committed to provide you, our customer, with dining options that are fresh.

Menus are based on availability of ingredients. During certain seasons some items needed to prepare your meal may not be readily available and we may need to make a substitution. We'll be sure to let you know.

We do not use trans fats in any menu item.

We value your business. Thank you again for choosing Mt San Jacinto College Catering.

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## BREAKFAST SELECTIONS

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### Coffee Break

Freshly brewed coffee, decaf.....\$2.25 per person

### Mini Continental

An assortment of bakery items, coffee, assorted juices.

\$5.25 per person

### Classic Continental Breakfast

An assortment of bakery items, fresh-cut seasonal fruit, coffee, and assorted juices. -

\$6.75 per person -

### The Country Feast

Egg and cheese omelets home-style potatoes with your choice of sausage or ham, biscuit & gravy, fresh-cut seasonal fruit, coffee, and assorted juices.

\$9.75 per person

### Croissant Egg Sandwich

Scrambled eggs stuffed inside a large croissant with your choice of ham, sausage or bacon served with fresh-cut seasonal fruit, coffee, and assorted juices.

\$8.99 per person

### Breakfast Burrito

Scrambled eggs with your choice of bacon, sausage or chorizo, potato and shredded cheese in a flour tortilla. Served with salsa, fresh-cut seasonal fruit, coffee, and assorted juices.

\$8.50 per person



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## BREAKFAST A LA CARTE

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Gourmet Muffin .....	\$ 2.25
Danishes .....	\$1.50
Yogurt Parfait .....	\$3.75
Whole Fruit .....	\$1.00
Bagel W/ cream cheese & jelly .....	\$2.25
Bottled Juice .....	\$2.50
Bottled Water .....	\$1.75



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# GOURMET LUNCHEON SALADS

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( Family style or individual)

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Selections include Hawaiian roll and butter, soda, or water and a freshly baked cookie. Salads can be prepared vegetarian.

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## **Traditional Chicken Caesar**

Romaine lettuce, parmesan cheese, croutons with roasted chicken breast and Caesar dressing.

**\$10.50 per person**

## **Chinese Chicken**

Cabbage mix with mandarin orange segments, green onion, sliced almonds, crunchy noodles, and topped with sliced roasted chicken. Served with an oriental sesame ginger dressing.

**\$10.50 per person**

## **Cobb Salad**

Lettuce mix topped with turkey, bacon, cheese, black olives, hard boiled egg and tomato. Served with ranch dressing.

**\$10.50 per person**

## **Classic Chef Salad**

Lettuce mix with a julienne of turkey, ham and provolone cheese, hard boiled egg, tomato and cucumber. Served with your choice of dressing. **\$10.50 per person**

## **California Chicken Salad**

Roasted diced chicken on a bed of salad mix with dried cranberries, sliced apples, and Feta cheese. Served with your choice of dressing.

**\$10.50 per person**

## **Spinach Salad**

Tender spinach, chopped bacon, red onion, hard boiled egg and feta cheese with sliced roasted chicken and Italian dressing.

**\$10.50 per person**

## **Greek Salad with Chicken**

Mixed greens with cucumber, red onion, kalamata olives, tomato and feta cheese. Topped with a roasted chicken breast and your choice of dressing.

**\$10.50 per person**

## **Grilled Chicken Salad**

Lettuce mix, tomatoes, cucumber, red onion and shredded cheese, topped with a roasted chicken breast. Served with ranch dressing.

**\$10.50 per person**

## **Chopped Italian Salad**

Chopped ham, salami & pepperoni, lettuce mix, , shredded cheese, olives and tomatoes. Served Italian dressing.

**\$10.50 per person**



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# GOURMET LUNCHEONS

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## SANDWICHES/WRAPS

Selections include your choice of cut fruit, mixed green salad or pasta salad, soda or water and a freshly baked cookie.

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### **Garden Ranch Wrap**

Cucumber, chopped tomato, shredded carrot, pepper strips, shredded cheese and spinach in a whole wheat tortilla with ranch.

**\$8.50 per person**

### **MSJC Club**

wheat tortilla, sliced turkey, bacon, swiss cheese, lettuce, tomato, red onion.

**\$9.50 per person**

### **Chicken Caesar Wrap**

Wheat tortilla wrap filled with a classic chicken Caesar salad and chopped tomato.

**\$9.50 per person**

### **Grilled Chicken Wrap**

Roasted chicken, shredded cheese, diced tomato, carrots and lettuce with ranch dressing in a wheat tortilla.

**\$9.50 per person**

### **Box Lunch #1**

A hearty sandwich of your choice on a hoagie roll with fresh whole fruit, cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch.

**\$8.75 per person**

### **Box Lunch #2**

A hearty sandwich of your choice on a hoagie roll with fresh whole fruit, potato salad or pasta salad, cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch.

**\$9.50 per person**

### **Boxed lunch #3**

A buttery croissant with fresh whole fruit, potato salad or pasta salad, cookie, and bag of chips packaged in a convenient to-go box. A canned soda accompanies this lunch

**\$9.75 per person**

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## HOT LUNCHEONS

**(25 person minimum)**

Non-Mexican entrée selections include rolls with butter and freshly baked cookies for dessert. Assorted soda and water included.

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### **Baked Lasagna**

Classic meat or vegetarian lasagna. Served with a Caesar salad.

**\$11.95 per person**

### **Penne Chicken Alfredo**

Roasted chicken served over penne pasta with alfredo sauce. Served with a Caesar salad.

**\$11.95 per person**

### **Gold Rush Chicken**

Baked Chicken breast served in a creamy mushroom sauce, served with rice pilaf, and garden salad

**\$11.95 per person**

### **Chicken, Beef or Cheese Enchiladas**

Corn tortillas filled with your choice of chicken, beef or cheese and baked in enchilada sauce. Topped with olives and green onions. Baked in a green or red enchilada sauce. Served with refried beans and Spanish rice.

**\$9.25 per person**

### **Taco Bar**

Seasoned ground beef and marinated chicken served with your choice of flour or corn tortillas and salsa. Accompanied by refried beans, Spanish rice, sour cream, olives, tomato, lettuce, and cheese.

**\$10.25 per person**



# KITCHEN CLASSIC DINNER MENUS

(BBQ menu served after 11 am 40 people minimum,\$150 BBQ FEE)

Dinner entrées include Hawaiian rolls and butter, mixed green salad or Caesar salad, choice of cookies or brownies, and assorted soda and water.

Add New York cheesecake for an additional \$3.25 per person.

## **B.B.Q Tri-Tip**

Seasoned and thinly sliced. Served with Ranch beans, or mashed potatoes

**\$14.95 per person**

## **Herb Roasted Chicken**

Quarter baked chicken seasoned with herbs and spices. Served with rice pilaf

**\$13.95 per person**

## **BBQ Chicken**

**Mesquite grilled** boneless chicken breast and thigh. Served with garlic mashed potatoes

**\$13.95 per person**

## **Meatloaf**

Ground sirloin seasoned and baked severed with mashed potato and brown gravy

**\$12.50 per person**

## **Chicken Cordon Bleu**

Boneless chicken breast stuffed with ham and swiss cheese, served with Hollandaise sauce and rice pilaf

**\$13.50 per person**

## **Chicken Parmesan**

Breaded chicken breast topped with marinara sauce and mozzarella cheese baked to perfection. Served over pasta

**\$13.50 per person**

## **Chicken Teriyaki**

Roasted boneless chicken thigh marinated in teriyaki sauce, served with pineapple, steamed rice pilaf

**\$13.50 per person**



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# THEMED BUFFETS

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Themed Buffets (Perfect for a specialty hearty lunch or dinner)  
assorted soda, and water included

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**New York Deli . . . . . \$11.95**

Build your own deli sandwiches with assorted deli meats and cheeses.

With all the fixings; Croissants and rolls, lettuce, onion, tomato slices, and pickle chips. We also includes chips, choice of salad, cookies or brownies and assorted drinks.

**La Fiesta . . . . . \$13.75**

Cheese enchilada casserole

Chicken or beef tacos

Accompanied by refried beans and Spanish rice, , lettuce, shredded cheese, olives, tomato, sour cream, and churros.

Assorted soda, and water included.

**On-site B B Q . . . . . \$16.50**

BBQ chicken thigh and tri tip with Ranch beans, corn cobbettes, mixed green salad with ranch dressing, rolls and butter.

cookies or brownies, and assorted drinks.

**Taste of Italy. . . . . \$13.95**

Penne chicken alfredo

Italian sausage and penne pasta in marinara sauce

Served with Caesar salad and croûtons, garlic breadsticks, brownies, and assorted soda and water.

**Pizza Party. . . . . \$9.00**

(Minimum of 20 people to party)

Assorted pizza, mixed green salad with Italian dressing, cookies, assorted soda and water.



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## FINGER FOODS AND APPETIZERS

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Gourmet cheese and crackers display

Hot and spicy buffalo wings

Vegetable patch crudite and dip

hummus and pita chips

Meatballs: BBQ, sweet and sour, or Italian

Seasonal fruit display

Tomato bruschetta

Chips with salsa and guacamole

House-made garlic chips with ranch dip

Taquitos with salsa: beef or chicken

(25 people minimum)

Seven items . . . . . \$16.95 per person

Six items . . . . . \$14.95 per person

Five items . . . . . \$12.95 per person

Four items. . . . . \$9.95 per person

Three items. . . . . \$7.95 per person

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# EXHIBITION STATIONS

**BBQ menu served after 11 am, 40 people minimum, \$150 BBQ FEE**

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Hot dog, chips, assorted drinks .....	<b>\$4.50</b>	Hamburger /cheeseburger chips,assorted drinks ...	<b>\$5.50</b>
Hot dog , chips, macaroni or potato salad, dessert, assorted drinks .....	<b>\$5.75</b>	Hamburger/ cheeseburger, chips, macaroni or potato salad, dessert, assorted drinks .....	<b>\$6.75</b>

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## HOUSE SPECIALTIES

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Hamburger or cheeseburger, hot link, chips, macaroni or potato salad, cookie or brownie, and assorted drinks .....	<b>\$8.75</b>	Pulled Pork or Pulled Chicken Sandwich on Hawaiian roll, served with coleslaw, chips,cookie or brownie, and assorted drinks .....	<b>\$9.75</b>
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## PARTY PLATTERS

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Seasonal fruit tray .....	<b>\$3.75 pp</b>	Mini-croissant sandwiches .....	<b>\$4.95 pp</b>
Gourmet cheese and crackers ....	<b>\$3.75 pp</b>	Assorted deli wrap platter .....	<b>\$5.25 pp</b>
Assorted meats and cheeses .....	<b>\$4.75 pp</b>	Assorted deli sandwich platter. . .	<b>\$5.25 pp</b>
with crackers		Antipasto platter.....	<b>\$4.95 pp</b>
Vegetable patch crudite with dip ..	<b>\$2.75 pp</b>		

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## BAKERY (BY THE DOZEN)

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<b>By The Dozen Pick Up Only</b>	Muffins .....	<b>\$15.00</b>
Cookies .....	Gourmet Muffins.....	<b>\$24.00</b>
Brownies .....	Granola Bars .....	<b>\$12.00</b>

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## BEVERAGES

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Iced Tea (gallon serves 16) .....	<b>\$15.00</b>	Bottled Water .....	<b>\$2.00 each</b>
Punch (gallon serves 16) .....	<b>\$15.00</b>	Bottled Soda .....	<b>\$2.50 each</b>
Lemonade (gallon serves 16) .....	<b>\$15.00</b>	Bottled Juice .....	<b>\$2.50 each</b>
Coffee/Decaf (16/8 oz cups) .....	<b>\$20.00</b>		

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<sup>5</sup>*Preparing an Internal Transfer for a Cafeteria Catering Request*

## <sup>5</sup>Preparing an Internal Transfer for a Cafeteria Catering Request

Used to request catering from the MSJC cafeteria

Select **Modify Internal Transfer Purchase Requisition** menu option

Computer will assign a  
Purchase Requisition Number

Choose Purchase Requisition  
Prefix as **R**

Click Add (or enter a PR number  
to copy from a previous  
requisition and Add)

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details Items Notes Approvals

County: 33 - RIVERSIDE COUNTY District: 03 - MT SAN JACINTO COMMUNITY COLLEGE

Fiscal Year: 2015

Internal Transfer P.R. Number:

Internal Transfer P.R. Prefix: R - PURCHASE REQUISITION

Internal Transfer P.R. Status:

Internal Transfer Type:

Ship To Location:

Worksite Location:

P.R. Originator User ID:

Copy From  
Internal Transfer P.R. Number:

+ Add Find

\*\*\*This screen is also used to retrieve a requisition that was previously created in order to make changes or to print. Enter the purchase requisition number and select FIND.\*\*\*

Category field – choose  
catering

Enter name of PR Requestor  
(the person to contact if there  
are any questions about the  
order)

Approval List field - ignore -  
not being used at this time

Contact Phone Nbr – the extension  
of the PR Requestor

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details Items Notes Approvals

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW Delete

P.R. Type: T - INTERNAL TRANSFER Date Due: 10/04/2014

P.R. Status: N - NEW (NOT SUBMITTED FOR A) Bill To Location: SBU

P.R. Amount: BUSINESS OFFICE SJC

Category:

Ship To Location: WHS

WAREHOUSE - MSJC

P.R. Requestor:

Worksite Location: SJC SAN JACINTO CAMPUS

Approval List:

Board Rpt. Desc:

P.R. Originator User ID: 107977 JENSEN, GAIL C

Contact Phone Nbr:

Ref. / Invoice:

Update User ID: 107977 Order Type:

Update Timestamp: 09/24/2014 12:47 PM In Rev:  Rev Cmt:

Print Save Cancel

Date defaults to one month from origination date  
Can be changed if appropriate

Bill to Location – defaults to SBU, don't change it

Ship to Location – select department requesting catering

Worksite Location – will be the Campus location

Board Rpt Description - ignore  
leave field blank

Ref/Invoice – enter the event name, date, location, time  
(abbreviate if necessary, space is limited)

Order type - leave blank  
leave field blank

Select SAVE

Click on OK to confirm your changes

The system prompts you to enter an Internal Transfer Type and changes the screen to the ITEMS tab

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details Items Notes Approvals

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW Delete

P.R. Type: F - INTERNAL TRANSFER Date Due: 10/04/2014

P.R. Status: N - NEW (NOT SUBMITTED FOR A) Bill To Location: SBU

P.R. Amount: BUSINESS OFFICE SJC

Category: Ship To Location: IWH

P.R. Requestor: IWAREHOUSE - MSJC

Approval List: Worksite Location: SJC SAN JACINTO CAMPUS

P.R. Originator User ID: 107977 Board Rpt. Desc:

JENSEN, GAIL C

Contact Phone Num:

Update User ID: 107977 Ref. / Invoice:

Update Timestamp: 09/24/2014 12:47 PM Order Type:

In Rev: Rev Cmt:

Print Save Cancel

Confirmation

Please confirm your request to save your changes.

OK Cancel

Validation Error

Please select an Internal Transfer Type.

OK



Click the drop down arrow on Internal Transfer type and select either SJC or MVC catering.

Click on Acct Dist. button to enter your budget code (Object code will always be 5199 for catering); otherwise skip to Add Line section on next page

Click Add

Enter your department's budget code, (5199 will be your object code every time)

Click save

Fund	School	Resource	PY	Goal	Function	Object	Percent
11	142	0000	0	6720	0000	5199	1.000000
Total:							1.000000

Click on Add line

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details **Items** Notes Approvals

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW Acct. Dist.

Internal Transfer Type: MVC CATERING (MVC CAFE CATERING) : 32-244-0000-0-6940-0000-8847

☒ Show Description Edit Desc. View Expand Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount
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Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Enter item name information: Type of catering  
(ex: lunch, cookies coffee, etc.)

Enter Description: Event name, date, and time

Enter quantity: how many

Unit Price: enter price from catering price list

U/M: be sure to choose from drop down (EACH, etc.)

Delivery Instructions- ignore

Asset Location Code - ignore

Click save

Add a P.R. Line Nbr.

Line Nbr. 0001 Item Name

Description Edit Desc.

Quantity Unit Price U/M

Delivery Instructions

Asset Location Code

Save Cancel

Add Acct. (budget code)  
as needed  
(if you didn't use Acct Dist.)

Add as many lines and  
accounts as are needed

Enter an amount for each  
budget line **or** a percent  
**(not both)**

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details **Items** Notes Approvals

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW Acct. Dist.

Internal Transfer Type:

☒ Show Description Edit Desc. View ☒ Expand ☐ Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount				
0001	LUNCH	BUS SERV LUNCH 10/3	1.00	300.00	EACH	300.00				
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
	11	142	0000	0	6720	0000	5199	0.00	1.000000	
Total:								0.00	1.000000	
								Total:		300.00

Add Line Add Acct. Add Fav. Dup Delete Save Cancel

Calculate the sales tax at the  
current rate, based on the  
"Amount" of the catering  
ordered.

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details **Items** Notes Approvals

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW Acct. Dist.

Internal Transfer Type: CATERING (CAFE CATERING) : 32-000-0000-0-6940-0000-8847

☒ Show Description Edit Desc. View ☒ Expand ☐ Close

Line Nbr.	Item Name	Description	Quantity	Unit Price	U/M	Amount				
0001	COFFEE	BUSINESS MEETING, 11	20.00	2.00	EACH	40.00				
	Fund	School	Resource	PY	Goal	Function	Object	Amount	Percent	Acct. Amount
	11	142	0000	0	6720	0000	5199	0.00	1.000000	40.00
Total:								0.00	1.000000	40.00
								Total:		40.00

Add Line Add Acct. Add Fav. Dup Delete Save Cancel



Example:

$\$40 * 8.00\% = 3.20$  would be entered as follows:

Item name: Sales tax

Description: "sales tax on business meeting"

Quantity: always 1 for this entry

Unit price: Calculated sales tax

U/M: EACH

Delivery Instructions-Leave blank

Asset location code- Leave blank

Click save.

Line Nbr: 0002  
Item Name: SALES TAX  
Description: SALES TAX ON BUSINESS MEETING  
Quantity: 1.00  
Unit Price: 3.200000  
U/M: EACH  
Delivery Instructions:  
Asset Location Code:  
Save Cancel

Go to NOTES tab

click ATTACH

Modify Internal Transfer Purchase Requisition - Galaxy Production  
Menu Modify Internal Transfer Purchase Requisition  
Search Details Item Notes Approvals  
District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW  
Internal External  
Attach Attach  
Save Cancel

Highlight Catering note  
and click ok

List Notes  
Topic Description  
CATERING CATERING REQUEST - PLEASE FILL IN REQUIRED FIELDS BELOW  
Event Name:  
Meal Type (Lunch, Dinner, etc):  
Estimated number of individuals to be served:  
Date of Event:  
Location of Event:  
Time of Event:  
Set up to be completed by:  
Event will be complete by:  
Special instructions:  
Table cloths quantity:  
Food requested:  
OK Cancel

Enter the information  
for your event

Click Save.

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details Items Notes Approvals

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R0000NEW

**Internal**

CATERING REQUEST - PLEASE FILL IN REQUIRED FIELDS BELOW

Event Name:  
Meal Type (Lunch, Dinner, etc):  
Estimated number of individuals to be served:  
Date of Event:  
Location of Event:  
Time of Event:  
Set up to be completed by:  
Event will be complete by:  
Special instructions:  
Table cloths quantity: |  
Food requested:

Attach

Attach

Save Cancel

Confirm changes – note that the computer has assigned a number to the requisition.

If you're finished, select Yes to  
send the requisition through the  
approval process.

Confirm

**Approval**

Submit for Approval?

Yes No

**Confirmation**

Please confirm your request to save your changes.

OK Cancel

After requisition has been  
saved, and submitted  
for approval,  
**APPROVAL** tab will  
list who approves

Make a note of the requisition  
number assigned by the  
computer

Modify Internal Transfer Purchase Requisition - Galaxy Production

Menu **Modify Internal Transfer Purchase Requisition**

Search Details Items Notes **Approvals**

District: 03 - MT SAN JACINTO COMMUNITY COLLEGE Fiscal Year: 2015 P.R. Number: R4027296

Seq. Nbr.	Alias ID	Employee Name	Approval Status	Update Timestamp	Approval Comment
0001	BSDEAN	VENABLE, JULIE F			
0002	BUSSECT	WORTHINGTON, ELIZABETH			

At any time prior to the requisition being finalized, the requisition can be retrieved and modified. Dollar amount or budget code will require that the requisition go through the approval process again.

To PRINT requisition

Go to Details tab and

Select Print

When the PR opens in the PDF screen do the following:

1. Go to file.
2. Click "Send file"
3. Email to [catering@msjc.edu](mailto:catering@msjc.edu).

MT SAN JACINTO COMMUNITY COLLEGE		
INTERNAL TRANSFER PURCHASE REQUISITION		
R4026435		
Fiscal Year: 2015 Date: 2/12/2015 10:55:53 AM		
<b>Internal Transfer Type:</b> SJC CATERING- SJC CAFE CATERING 32-144-0000-0-8940-0000-8847	<b>Bill To:</b> BUSINESS OFFICE SJC <b>ATTN:</b> MARTHA CRAWFORD 1499 N STATE ST SAN JACINTO, CA 92583	<b>Ship To:</b> WAREHOUSE - MSJC 1499 N STATE ST SAN JACINTO, CA 92583
<b>Entered:</b> 08/06/2014 <b>Due:</b> 08/16/2014 <b>Status:</b> FINALIZED <b>Change Date:</b> 09/17/2014	<b>Originator:</b> MANDIE LEANNA HORNBACH <b>Phone:</b> 3156 <b>Worksite:</b> SAN JACINTO CAMPUS <b>Requestor:</b> MARTHA CRAWFORD <b>Category:</b> SERVICE Service - Non-Contract	<b>Total:</b> 51.84
<b>Approvals:</b> HOWELL, PATRICIA KATHERINE Approved 9/16/2014 4:43:26 PM WORTHINGTON, ELIZABETH ANN Approved 9/17/2014 8:12:51 AM		
<b>Line</b> <b>No.</b> <b>Item Name</b>		

The cafeteria will review and approve all catering events. If the event is approved by the cafeteria, they will notify the department and make all necessary preparations.

If the cafeteria cannot provide the service, the cafeteria will promptly contact the department. At this time, the department must delete the purchase requisition from Galaxy.

In the event that the department needs to cancel an approved catering event, the department will need to contact the cafeteria and delete the purchase requisition. There will be no charge to the department.