

SODEXO BILLING

Listed below are the steps needed to request service from Sodexo:

1. Call Sodexo to set a date and time for you event. If at all possible, do not wait until the last minute.
2. Request an approximate amount for the event.
3. Enter a requisition (DPS) for the event & provide Sodexo with the requisition or purchase order number. AGENCY ACCOUNTS: No purchase order will be issued. (with the exception of SGA/SAB accounts) Agency Accounts must pay in advance by calling Sodexo. SUMMER CAMPS: No purchase order will be required.
4. If purchase order has been approved, ENJOY YOUR EVENT!!
5. Your Sodexo invoice (with your requisition or purchase order number) will be sent from Sodexo to the Business Office for disbursement to the proper department for approval.
6. You will receive a copy of Sodexo's invoice.
7. If the Sodexo invoice is correct (for example, if you were charged for 6 dozen rolls and you received 6 dozen rolls), sign and date the Accounts Payable Approval Form. Also, if you want the purchase order to be closed after payment of the attached invoice, check the appropriate box. Return the signed form to Tiara Harris in the Business Office, so the invoice can be paid.
8. If the Sodexo bill is incorrect (for example, if you were charged for 3 dozen cookies and only received 1 dozen), contact Tina with Sodexo to dispute the invoice in question. Also, contact Tiara Harris to let her know the status of the disputed invoice.
9. If there are any questions, please contact Tiara Harris at 870-230-5115 or harristi@hsu.edu