



UNC CHARLOTTE

**PURCHASING DEPARTMENT**

**3.9 Food and Beverage Purchases**

Purchases of food or beverages for events that will take place on UNC Charlotte campus grounds and are paid for with a University fund must be ordered through Chartwells due to the exclusivity contract in place with that vendor. Contact Chartwells to obtain a quote for the required services and enter your request into the 49er Mart system to have a purchase order generated. All food and beverage requests must also have the Food Beverage & Amenity form attached to the requisition; the form is available from the Travel & Complex Payments website.

Revised 9.11.2013