Sodexo Requisitions:
Standard Operating Procedure (SOP)

1. Purpose

To provide clear instructions for entering and processing Sodexo purchases through the requisition system to ensure accuracy, compliance, and consistency.

2. Scope

This procedure applies to all University staff responsible for processing Sodexo invoices and requisitions.

3. Procedure

1. Create Requisition:
   - Log into UCMarket.
   - Initiate a new requisition following the standard requisition process.
2. Invoice Attachment:
   - Attach the Sodexo invoice to the requisition as supporting documentation.
3. Line Item Entry:
   - Enter one line item per invoice.
   - Use the invoice number or a description of the service in the item description field.
   - Set quantity = 1.
   - Enter the total cost of the invoice in the unit price/amount field.
4. Commodity Code:
   - Use commodity code 961-15 (Concessions Catering Vending Mobile and Stationary) for all Sodexo purchases.
5. Review & Submit:
   - Review requisition details for accuracy.
   - Submit the requisition for approval following the standard requisition workflow.