

STEPS TO PLACE A LCC CATERING ORDER

1. Send your completed LCC Catering Order Form to fax number (631)345-0753 at least ten (10) days prior to your event delivery date.
2. A confirmation phone call will follow to discuss your order, as well as give the you an approximate cost and vendor.
3. Building/department will then complete a Requisition Form to create a "Limited Blanket PO." In the description section of the Requisition Form please include the following for catering.
 - Refreshments for
 - Event:
 - Date:
4. The LCC will shop for the event and send the receipt to your building/department, so you can close the PO.

Please note: Outside organizations and individuals will receive an invoice for the cost of their catering order.

