

Standard operating procedure (SOP) for ordering of food for SPS events

The Science Dean office provides SPS (subjected to approval) a budget for catering for SPS events/meetings. These includes mentors meeting, congress, Mentor appreciation night as well as SPS alumni events. As such, there are strict NUS guidelines with regards to the ordering of food, how much to order and the administrative requirement for payment. The following guidelines are a step by step procedure for mentors/ Student committee to order food for SPS event and direct payment by Science Dean Office.

Two weeks before hand.

1. Prior to the event, ask Dr Robert for the budget for the event. Usually, how much budget given is decided by the number of attendees/scales during the event/meeting etc..
2. Headmentors or Student committee can plan out what to order, including the quotation cost. Please let Dr Robert know (via email) the quotation cost and the go ahead approval to proceed will come from Dr Robert or any SPS staff.

4-5 working days before the event.

3. Place the order with the vendor and provide contact details to vendor.
4. If this is standard buffet catering, you can give them your delivery address and then ask them to bill the invoice to Invoice Address (see below):

National University of Singapore, Faculty of Science

Blk S16 Level 9 (NUS Science Dean office)

6 Science Drive 2, Singapore 117546

Attn: Dr. Robert Lieu / Ms. Diana Loh

On the Actual day

5. Collect tax invoice and /or Delivery order from vendor, check through the items.
6. Then collect a list of attendees for the event (this list needs to go with the payment invoice).
7. In some cases, the invoice might come on another day. Please keep and pass Dr Robert the invoice.

After the event,

8. Pass both the Tax invoice, delivery order and the attendee list to Dr Robert for processing of payment. Please do so as soon as possible to prevent any delay in payment to the vendor. Late payment do occur penalty charges which should be avoided.

Request for Payment (RFP)

To be completed by department



Please arrange for payment and/or reimbursement to :

Payee's Name (in capital letter, per bank records) :

Payment Currency : SGD

Amount : _____

Purpose/Particulars of Payment :

Payment Details :

#	Debit (DR) / Credit (CR)	GL Account No. / Fixed Asset No.	Amount	GST Code	WBS No. / Business Area (BA)
1					
2					
3					
4					
5					
6					
7					

- For credit card payment, please attach a copy of your credit card statement. You can blanko out all other items on the credit card statement, leaving your name, the last four digit of your credit card number and the item that was purchased.
- Please make sure all your details are correct in the RFP form and everything is filled up properly.**
- Once everything is done, please pass everything to Dr Robert (hard copies only!) for payment. You would usually get a notification once reimbursement is going to be made to your nominated bank account.