

# How to Place a Catering Order

**Review**  
Visit [shop.FIU.edu](http://shop.FIU.edu) to review all caterers that are approved vendors at FIU to select for your upcoming event

**Quotes**  
Review the written quote including all information related to the goods and services to be provided. Quote should include all itemized charges for each good and/or service; and total cost for the event (including any and all applicable charges and/or fees.)

Be sure to obtain two or more quotes to ensure the best value for each event.

**Select**  
Once you have selected the vendor you will work with and the quote is acceptable, sign and date it. Return the signed quote to the authorized caterer.

No other agreements should be signed between FIU and any authorized caterer.

**Confirmation and Payment**  
Get a written confirmation and determine payment process with vendor to be made with P-Card or Blanket P.O.