**Form C4**

*(Updated 7 February 2024)*



**CATERING BOOKING CONFIRMATION**

If you require catering for your Regional Trial please note the following process:

1. Confirm catering requirements with venue, canteen or outside supplier (eg Subway).
2. Catering expenditure is approx $20 / head for all attending officials.
3. Confirm process with supplier – run a book, lunch passes, etc.
4. Ensure that all officials are informed about the catering at the pre-trial meeting.
5. Consider those who require alternate food eg. Gluten free.

Invoicing:

1. Confirm expenditure with supplier at the end of the trial.
2. Ensure that supplier knows who and how to invoice - example below.
3. If using an outside supplier eg Subway you can pay for it yourself and get reimbursed through ExpenseMe Pro, have them send the invoice to Met East or where possible have Rachel pay for it on her Corporate Card.

Please ensure that the caterer is aware that the invoice must be sent to the **METROPOLITAN EAST SCHOOL SPORTS OFFICE for payment**.

**Invoices must be sent to: DEPARTMENT OF EDUCATION**

**METROPOLITAN EAST SCHOOL SPORT**

**PMB 250**

**MANSFIELD DC 4122**

**ABN : 76 337 613 647**

**Email:** **marisa.jones@qed.qld.gov.au**

Please also ensure that the caterer details the event on the invoice, including event and date held eg

* ***Metropolitan East 14 – 18yrs Boys Rugby League Trials, 7 March 2024***

This will make things a lot easier when we receive the invoice.