

# Receiving Report - Internal Use Only

## University of Houston - Clear Lake

PHONE: (281)283-2150  
FAX: (281)283-2156  
2700 BAY AREA BLVD  
HOUSTON TX 77058  
USA

<b>Purchase Order</b> 00759 - C16085	<b>Date</b> 11/11/2015	<b>Revision</b>
<b>Payment Terms</b> Net 30	<b>Freight Terms</b> Destination	<b>Ship Via</b> COMMON
<b>Buyer</b> 0005868 Bozeman,Patti D		<b>Fiscal Year</b> 2016

RED RIVER BBQ & GRILL  
1911 East Main Street  
League City TX 77573-4242  
USA

Ship To: ATTN: RECEIVING DOCK  
2700 BAY AREA BLVD  
HOUSTON TX 77058  
USA  
Bill To: UNIVERSITY OF HOUSTON-CLEAR LAKE  
ATTN: ACCOUNTS PAYABLE, MAIL CODE 105  
2700 BAY AREA BLVD  
HOUSTON TX 77058  
USA

Vendor: 0000096059

Fax: Phone: Contact:

Account	Fund	Dept ID	Program	Project	Bdgt Ref	Chartfield 1	Dist Amt	Location	Req ID
Line-Schd	Item	Description			Quantity	UOM	PO Price	Ext. Amt	Due Date
53120	3049	C0064	I0223	NA	BP2016		3,478.75	SSCB1204	
1-1		CONTRACT SERVICES: Catering for Annual Leadership Conference			1.00	LOT	3,478.75	3,478.75	11/11/2015

Quantity Received "Final" Date Received 11/7/15 Signature [Signature]

NOTE: THE INDIVIDUAL SIGNING THE RECEIVER COPY ACKNOWLEDGES THAT ALL TERMS AND CONDITIONS OF THE CONTRACT HAVE BEEN MET AND PAYMENT IS AUTHORIZED.

CONTRACT NO.: 759-C16085

TERMS OF AGREEMENT (BEGIN AND END DATES): Occurs on 11/7/15

COMPENSATION: University will pay Contractor a total amount not to exceed \$3,478.75.

CONTACT NAME AND PHONE: Andrew Reitberger X2555

Total PO Amount 3,478.75

Please pay invoice for \$3,728.75

Note: Please pay average of \$250.00 from 3049-C0064-I0223-NA (11945)

Thank you!

**Notice: This is not a purchase order and should not be sent to vendors.**

Receiver Copy



Estimate / Invoice # 40853

Customer

Event Date: 11/7/2015

Jennifer Clark/Dwayne Busby

Client Organization	Phone #1	Phone #2	Fax	Email
	8324254736			busby@uhcl.edu

Address

Arrival	Serve @	# of hours to serve
11:30	1:00	

RECEIVED NOV 12 2015

Site Name	Site Address:
	University of Houston--Clear Lake

Directions
TAX EXEMPT Bayou Atrium 1st floor--

Meal Options / Additional Items	Price	Quantity	Total
<b>Ranch Hand BBQ Meal</b>	\$ 10.50	175	\$1,837.50
Smoked Sliced Brisket and Smoked BBQ chicken			\$0.00
Mashed Potatoes w/gravy, baked beans and coleslaw			\$0.00
Baked Potato Bar w/ chopped smoked brisket and fixings	\$ 8.95	75	\$671.25
Garden Salad	\$ 2.00	75	\$150.00
<i>Comes with pickles, onions, jalapenos, bbq sauce and bread</i>			\$0.00
<i>****Disposable Plates and Plasticware are included****</i>			\$0.00
			\$0.00
Chocolate chip Cookies	\$ 1.00	320	\$320.00
Tea and Water	\$ 1.00	250	\$250.00
<i>**** Includes ice, lemons, sweeteners, and disposable cups. ****</i>			\$0.00
<i>***** Serving Utensils are Provided*****</i>			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<i>On Full-Service Caterings we provide an experienced &amp; courteous serving staff, tables to serve from w/ tablecloths &amp; skirts, stainless steel chafing dishes &amp; trays, western décor and cleanup of our serving area.</i>			\$0.00
			\$0.00

Gratuity is not included.

<b>Subtotal</b>	\$	3,228.75
<b>Full Service Fee</b>	\$	250.00
<b>Gratuity</b>	\$	250.00
<b>Tax</b>		
<b>Delivery</b>		
<b>Grand Total</b>	\$	3,728.75

CC# \_\_\_\_\_

Exp Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Invoice total is to be charged to this cc# on the day of the event.

\_\_\_\_ Use the cc# only to hold. Invoice will be paid by a company

chk or cash the day of the event. Personal checks are not accepted.

Customer Signature & Date above.

- To secure the date, a valid credit card # is required. If the event is canceled within 60 days of the event date, your credit card will be charged a cancellation fee of \$350. If the event is canceled due to rain or other unforeseen circumstances, the cancellation fee can be applied to another catering within the next 60 days if availability permits.
- The customer agrees to inform Red River BBQ & Grill, in advance, as to the definite # of people four business days prior to your event. The price will be adjusted according to the price breaks on catering menu if need be.
- The bid given in the agreement will be valid for 30 days after such the prices may fluctuate.
- We typically serve for 1 hour unless specified otherwise. Additional time is \$20 per hr per server.
- If the start of the serving time is delayed by the client, client is subject to additional charges at the rate of \$20 per hour per server.
- If serving outside, shade must be provided. If not available, Red River will provide a tent at an additional cost of \$150 to the customer.
- This contract is not valid without the signature of the customer and a valid credit card #.