



## STUDENT ACTIVITIES ORDERING PROCESS

### HOW TO ORDER COKE PRODUCTS FOR YOUR DEPARTMENT'S STUDENT EVENTS



#### STEP 1:

Complete online order form for student event(s) at least **TWO** weeks prior to event

Make sure to include:

- The name of the person who will receive the delivery and their cell phone number
- The location of the delivery (office, suite, closet, etc.)
- The date you need the product delivered
- How many students you expect to attend your event
- How many and what type of beverages you wish to order

#### STEP 2:

Receive confirmation from Tiffany that your order has been placed

You may receive additional questions before your order is confirmed. Expected delivery date and cost will be given after your order has been placed. It is recommended that you complete a Food Approval Form during this step, if needed.

#### STEP 3:

Upon delivery, sign receipt confirming you received your order

#### STEP 4:

Scan and send signed receipt to Tiffany, and let her know if there were any issues with your order or delivery

#### STEP 5:

Work with your department's business manager to pay the receipt by mailing a check for the amount listed to the address on the receipt

Form: [campusservices.kennesaw.edu/donations.php](http://campusservices.kennesaw.edu/donations.php)

Contact Tiffany Hartz ([thartz@kennesaw.edu](mailto:thartz@kennesaw.edu)) for any questions or assistance