Grubhub - Yale Corporate Account

Information about Grubhub - Yale Corporate Account - Virtual Meeting - External Funds only. You must submit a Yale SOM Jira Ticketing System.

Yale Procurement and School of Management is excited to announce that Grubhub is now an approved supplier by establishing a Yale-wide corporate account. This new agreement allows Clubs with external funds only to order and have food delivered to VIRTUAL meetings across the US. The club’s external account will be responsible for the amount spent on eligible food and beverages. As this is a new and only option, we will no longer reimburse individuals using personal funds to buy food.

Benefits –

- Provide meals for virtual meetings
- Control budget –
  - Set amount (student can self-pay overage)
  - Timeframe (one-time use)
- Schedule recurring meetings (Voices, Closing Bell)
- Invoice – by event for easy tracking and expensing
- Grubhub will not allow alcohol to be purchased, full order becomes self-pay

1. Club Leader/Budget Officer creates a calendar event in CampusGroup at least 10 days in advance, must include a note that virtual meal is requested.
2. Club Leader/Budget Officer creates a BusOps Grubhub Jira ticket once the CampusGroup event is approved with the following required information:
   a. Event Name - Summary
   b. Club Name (External Only)
   c. Business Purpose
      i. What Grubhub catered event for a virtual club meeting
      ii. Why for Net Impact meeting
      iii. Who for 30 students
      iv. When on 10/18/2020
      v. Where Meeting held virtually and food enjoyed at their homes
   d. Event Start/End - Date and Time (budget will be available 2 hours before and after the scheduled event)
   e. Budget per person for this event
3. Upload RSVP list 1 business day prior to the event.
   a. You must provide the following information in this format in order to proceed.
      | First name | Last name | Email                | Employee ID |
      |------------|-----------|----------------------|-------------|
      | John       | Smith     | john.smith@yale.edu  | js278       |
      | Jack       | Jones     | jack.jones@yale.edu  | jj34        |
5. Once the BusOps team completes the event, they will reply to the initiator. It is the responsibility of the initiator to send instructions to their attendees for placing orders with GrubHub.

Next Steps:

Meeting Organizer or Initiator:

- Once the BusOps team completes the event, you must inform the attendee with the following information:
  - Grubhub budget has been added to your Grubhub account
  - Log in using your RSVP email account.
     * If this is your first time logging in, please use the email you received from Grubhub or the forgot password option.
  - Provide the attendee with the details regarding the event and ordering budget amount.
  - Provide the below links to the attendee for assistance with ordering.
     * My Grubhub Account
     * How to Redeem your Grubhub Voucher

Yale students must use Yale email address
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