



ATTENTION MEDICAL CENTER DEPARTMENTS:

The Catering Charge Program was created to use “speedchart numbers” or “low value P.O.” to identify departments to each catering/meeting expense. Since UCSF Medical Center departments do not have speedchart numbers as used by UCSF Campus departments, Retail Services will be assigning an account number to your department. Until your department is assigned an account number, please use your fund and account/DPA number on your catering order form- specify which number is your fund and account/DPA. Retail Services will contact you when an account number is assigned to your department.

If you have any questions, please do not hesitate to contact Tamara Villarina at 514-1395. Thank you.