

# ASI is now offering DoorDash!

If your club or organization is hosting a meeting (for example) with food to be served—to maintain a safe socially-distanced experience—ASI is now offering the DoorDash services for such request. Please see the steps below to utilize this service for your department.

## Step 1

Cal Poly Pomona student clubs/organizations will submit an OnBase Purchase Order request to utilize this service. On the Purchase Order, they must upload a list of attendees in which the attendees' email, budget amount, and time of event will be required. A template for this can be found on the Financial Services website.

## Step 2

Attendees must have a pre-existing DoorDash account to take part in this program. If they do not have one, an account can be created for free. Once they have signed into their account, please navigate to [doordash.com/teams/join](https://doordash.com/teams/join) so that a credit may be properly applied to the account.

## Step 3

Using the list provided on the PO request, ASI Financial Services will apply a credit to each program attendee's account. This credit will only be active during the time that the original requestor indicated on the form.

## Step 4

On the day of the event, during the specified time, the program attendee can place an order for delivery via DoorDash via their desktop. The credit from the club/organization will be applied to their account for use.

## Step 5

At the end of the month, ASI will be invoiced for all meal credits utilized by program participants. Each club/student organization will be billed for their respective events.