

# Contract Use Information

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The City of Round Rock has contracted with ezCater through the Equalis Group Cooperative Contract for the purchase of food and catering services needed to support City operations.

This Business Account is Tax Exempt and approved to be used by City Pcard holders for the purchase of food and catering services needed to support City Operations.

- Online ordering can be done through the City's ezCater Business Account. This gives visibility of direct spending, tax exempt for efficiency, and cost-saving purchasing.
  - Most department Admins are setup for online ordering
  - Business account has been set up with tax exempt
  - Do ***not*** create new account!
- Contact Purchasing for a user login to City's ezCater Business Account.
- Must be approved by your supervisor prior to be added to account.
- Online orders can be delivered to your city location or may be picked up.
- Quick start user guide is provided.

If you have any questions or issues using this account, please contact:

## **ezCater**

Contact: Brandon Hines

Email: [brandon.hines@ezcater.com](mailto:brandon.hines@ezcater.com)

ezCater Support

Email : [support@ezcater.com](mailto:support@ezcater.com)

## **City of Round Rock**

**Purchasing Department**

[\\_purchasing@roundrocktexas.gov](mailto:_purchasing@roundrocktexas.gov)