



PROCEDURAL MANUAL

SUBJECT: <div style="text-align: center; padding: 10px 0;"><u>Non-exclusive Catering</u></div> <div style="text-align: center; padding: 10px 0;">Administration & Finance</div>	Effective Date: <div style="text-align: center;">07/01/98</div>	Number: <div style="text-align: center;">4014</div>
	Supersedes: <div style="text-align: center;">03/01/89</div>	Page of <div style="text-align: center;">1 3</div>
	Authority: <div style="text-align: center;">6C7-4.016</div>	

NOTE: This Procedure does NOT apply to catering functions held in the Student Union.

GENERAL POLICY:

It is the policy of the university to establish and implement procedures for non-exclusive catering services on the university campus and at UCF locations in the Research Park. Any department or organization using a university or foundation account to pay for catering services must obtain at least three quotes in writing and complete a Food Service Requisition (see attachment) in advance of the event. Blank forms are available in Business Services, AD 374, x3-2624. Any individual event exceeding \$15,000 will require a formal bid or Request for Proposal (RFP).

Business Services will issue a blanket purchase order to each approved caterer/vendor. After catered events have occurred, the vendors will submit their invoice to Business Services. Business Services will approve payment of the invoice, using the departmental account number shown on the Food Service Requisition.

PROCEDURES

Authorized university departments and student organizations who wish to obtain catered food service will use the following procedure:

- A. From a list of qualified caterers, which will be made available to the university community and will be on file in Business Services, obtain at least two written quotes from off-campus caterers and **obtain a written quote from the on-campus university food service contractor**. Do not use a caterer who is not on the qualified list. Off-campus caterers must remit a five (5) percent fee to the university for administrative services.
- B. After a caterer is chosen, the requesting department must complete a Food Service Requisition, attach a copy of the written quotes and submit to Business Services, AD 374, 0055, at least five working days in advance of the event. Caterers have been instructed not to perform any catering unless they have received a Food Service Requisition with all approval signatures. The following information must appear on the form before it can be processed by Business Services:
 1. Name, address, phone number, FAX number and FEID number of caterer,



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2. Name of person requesting the catering,
3. Department name to be charged,
4. Account number to be charged,
(If the account lacks sufficient funds, the catering event will NOT be approved and the requesting department will be notified immediately.)
5. Name and phone number of person to be contacted for further information,
6. Person to whom invoice should be sent,
7. Location of function,
8. Date and time of function,
9. Description of function,
10. Benefit to university,
11. Departmental approval signatures; and
(Requisition requires two approval signatures, one of which must be on the authorized signature list. This only applies if a university account is being charged.)
12. Estimated number of people, description of food, cost and any specific instructions.

Food Service Requisitions submitted without the above information will be returned to the requesting department for completion.

Food can only be charged to concession, UCF Foundation, and agency accounts. Certain auxiliary accounts where participants' fees are designated for food purchases and certain grant accounts may also be used. If a department uses a grant account, a copy of the grant which states that it will pay for food must be provided to Finance and Accounting; otherwise, the Food Service Requisition will not be approved. Alcoholic beverages can only be charged to UCF Foundation accounts.



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On the bottom of the first two copies of the Food Service Requisition is a space for the customer to sign as having received the catering. This must be signed at the time the event takes place. The caterer will be required to send the blue copy to Business Services. This will act as a receiving report for Finance and Accounting.

If there are any questions concerning the above or if assistance is needed in completing Food Service Requisitions, please contact Business Services, x3-2624.

RESPONSIBILITY

The Director of Business Services (or designee) is responsible for implementation of this procedure.