I. Purpose:

To establish a procedure for individuals, departments and groups to request catering for college functions

II. Procedure:

A. Requesting catering services

1. After reserving a room or location for the time and date of your event, per Procedure 7051 Facility Scheduling, the food service manager as indicated in the table below should be contacted immediately.

<table>
<thead>
<tr>
<th>Food Service Provider</th>
<th>Foodservice Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
<td>Cafeteria Manager</td>
</tr>
<tr>
<td>Culinary Arts Class</td>
<td>Culinary Arts Instructor</td>
</tr>
<tr>
<td>Hotel Jacaranda Restaurant</td>
<td>Hotel Chef</td>
</tr>
</tbody>
</table>

2. The menu must be planned in consultation with the respective food service manager. The requestor should then complete Attachment A, the Catering Request form with the menu and event information. An electronic version of the form is available in the forms folder of Outlook.

   a. The cafeteria manager and the cost center manager paying for the catering services need to sign the form after agreeing on price and services.

   b. If a billing arrangement is to be established, the college employee who makes the arrangement needs to detail the arrangement in the appropriate space on the form and sign. Catering services are taxable
so tax needs to be added to the price quoted by the cafeteria for entities unable to provide a sales tax exemption.

c. The form must be approved by the controller or designee in the Business Office to verify that funds are available for the catering service and that the catering is allowable to source of funds paying for the service. Once approved, copies of the food service request will be forwarded to the appropriate food service manager and the requestor.

3. Food service managers are only authorized to perform catering when a copy of the Catering Request form is returned to them with a Business Office approval so that they can be assured of payment.

4. An attached college e-mail indicating a specific approval of a catering request can be a valid substitute for signature on the form.

B. Catering considerations

1. Food service managers should be given seven to ten business days when planning a catering service. Late requests will likely cost more as managers may not have time to seek the lowest cost food products and labor.

2. Catering requestors are responsible to notify the foodservice manager within five to seven business days of any changes to the estimated numbers for an event.

3. Costs borne by foodservice managers when events are cancelled without appropriate notice may be charged to the requestor's cost center.

4. Equipment lost or damaged by event participants will be added to the cost of the catering service.

HISTORY: Reviewed: 5/01/12
Adopted: 12/16/08
Reviewed: 5/01/12
Revised: -
# Catering Request

## Event/Billing Information

<table>
<thead>
<tr>
<th>Name/Organization/Department</th>
<th>Event Date</th>
<th>No. of Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/Title of Contact</td>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Name of Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Location</td>
<td>Delivery Time</td>
<td>Pick-Up Time</td>
</tr>
</tbody>
</table>

## Menu Selections

<table>
<thead>
<tr>
<th>QTY</th>
<th>Menu Item</th>
<th>Amount</th>
<th>Special Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard Table Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upgraded Table Service</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Price**: -

Total price with tax (All non-College payors without a sales tax exemption on file with the College are responsible to pay sales tax.)

## Additional Information

## Billing Information

- **Food Service Department Preparing Food**: Kelly's Korner Cafeteria, Culinary Arts
- **External Billing**: Include name, address and attach Tax Exempt form if applicable
  - **Internal Billing**: Hotel Jacaranda
  - **Cost Center Name**
  - **Cost Center Index**

**Food Service Manager Signature/Date**: 
**Cost Center Manager Signature/Date**: 

**Business Office Approval (Allowability and Budget Check) Signature/Date**: 