

### Requesting Catering from Area Restaurants

Local catering from restaurants near our campuses may be used only if the following conditions are met:

- Meeting must be held at a campus location (an agenda must be provided)
- Total to be spent is less than \$250 **OR** 20 people or less will be in attendance

If local catering is used, tips **ARE NOT** allowed to be added to the cost and charged to the University. If you choose to tip, you must do so at your personal expense.

Local catering is **NOT** allowed to be utilized farewell lunches, dinners, or other employee celebrations.

#### Option 1

1. Search FITTDEN using %Food% to display all restaurants that are available for ordering.
2. Issue a requisition to the restaurant of your choosing with the following in the document text
  - a. Name of event
  - b. Date of event
  - c. Description of attendees (such as a specific student group)
  - d. Brief description of food ordered (pizza, various sandwiches and sides, dessert, etc.
3. Enter account code 703871.
4. Complete requisition.
5. Order may be picked up only after you receive the departmental copy of the purchase order in your email.
6. Retain detailed receipt from order pickup.
7. Complete Non-State Form for any students or non-state employees that attend the event. Attaching a class roster or club member list to the Non-State Form is acceptable.
8. Submit signed PO marked final and attached detailed original receipt to the PO
9. Send to Accounts Payable for payment processing.

#### Option 2

1. Use Pcard at local vendor.
2. Obtain a receipt. Receipt must be itemized and include date and dollar amount of purchase.
3. Attach agenda of meeting or event for which food was needed.
4. If feeding students or non-state employees, Complete Non-State Form for any students or non-state employees that attend the event. Attaching a class roster or club member list to the Non-State Form is acceptable.
5. Complete Pcard log with all necessary documentation and use account code 703871