

## Procedure for College Departments, Offices, Organizations and Programs to Request Campus Catering Services

- All internal catering requests must be initiated by the Internal Request for Catering Form. **NOTE:** Purchase requisitions for catering services are no longer required.
- Internal request for Catering forms **must be fully completed** by requestor before submission to the Food Services Manager or Student Life & Campus Services Office. Including: budget code number, all request information located in the middle of the form (catering menu is available on website with pricing), and all required signatures of approval.
  - Approval signatures include: Originator, Supervisor, Exec. Dir. Grants Dev. (for grants only), Dir. Student Life (for student activities only) and V.P. of Finance and Admin. Svs. (for cost exceeding \$500).
  - Please allow three business days for approvals unless it is a request using a grant or student activities code, in which case five business days should be allowed. If the time period is limited, it is the requestors responsibility to hand deliver the request form to all required signature recipients.
- Completed request forms are then submitted to the Food Services Manager at the Student Center Cafeteria or to the Student Life & Campus Services Office at least three working days prior to the event. Larger events require at least one week notice. Please note that this is in addition to the time needed for signatures.
- After the event, a copy of the invoice with final costs for department/organization is sent to the originator for their review. **No further paperwork is needed at this time.** If there are any questions or concerns with the invoice received, contact Beatrice Hughes at x 211.

## *Internal Request for Catering*

Department, organization or club: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

**Billing Information**

CCC Budget Code:

Account for Billing: \_\_\_\_\_

Phone ext: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Activity or Grant Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Not to exceed \$500 without approval from VP of Finance:* \_\_\_\_\_

**Request Information**

Date of event: \_\_\_\_\_ Room: \_\_\_\_\_

Service Time: \_\_\_\_\_ Event Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Event \_\_\_\_\_ Number of people: \_\_\_\_\_

Breakfast \_\_\_\_\_

\_\_\_\_\_

Lunch \_\_\_\_\_

\_\_\_\_\_

Dinner \_\_\_\_\_

\_\_\_\_\_

Refreshments \_\_\_\_\_

\_\_\_\_\_

Special Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Estimated Cost \_\_\_\_\_

**Food Services Manager Only**

Date reviewed w/food service staff \_\_\_\_\_ Final Cost \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*Food Services Manager*