



FOOD/CATERING SERVICES

Policy Title: Food/Catering Services

Policy Type: Administrative

Policy Number: #43-38 (2014)

Approved: 02/15/2021

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

This University has established policy governing the procurement of food and catering services.

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DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV

Policy #01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/policy-library/bov-policy> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services.

STAKEHOLDER(S)

University Community

FOOD CATERING SERVICES POLICY CONTENTS

The purchase of food/catering services must be made through the food services contractor currently under contract with the University.

A Purchase Requisition through Colleague and eVA must be used to initiate the purchase of food/catering services. The requisition should include the following:

- Description of food/catering services required
- Location where services will be provided
- Date and time of services
- Price quoted by (NAME) on (DATE)
- Any special or additional requirements

A Business Meal Certification form, signed by an authorized approver, must be provided to the University's food services Contractor.

EDUCATION AND COMPLIANCE

The intent of this policy is to provide guidance for the University on how to obtain catering services when having an event on campus when food services are a requirement of the event. Procurement Services will inform the campus community of the necessary steps when acquiring catering services, however, it will be at the discretion of the end user acquiring the services along with the supplier under contract with the University to ensure compliance with Department of Accounts (DOA) Business Meal Certification is followed prior to issuing a meal. Procurement Services will post on its webpage the requirements and training needed for the campus community to ensure compliance of this policy.

PUBLICATION

This policy shall be widely published or distributed to the University Community. To ensure timely publication and distribution thereof, the Responsible Executive will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community, including current and prospective students within 14 days of approval
- Submit this policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the related webpages; and

- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 02/15/2024
- Approval by, date: President, 04/03/2015
- Revision History: 07/01/1995, 07/01/2014, 04/03/2015, 10/06/16; 12/07/2017, 12/7/2020
- Supersedes: Procurement Services Policy and Procedures No. 26

RELATED DOCUMENTS

University Travel Policy #41-01 Meals, Incidental Meals, C. Official Business Meals
<https://www.nsu.edu/policy-library/administrative-policy>

FORMS

MyNSU Faculty/Staff Resources- Accounts Payable Forms- Business Meal Certification
<https://my.nsu.edu/faculty/ap/default.aspx>