



**ST. JOHN'S
UNIVERSITY**

Catering Services Policies and Procedures

This University Catering Services Policies and Procedures document the policies and procedures governing the ordering of catering services, food and beverages for business related meetings and events utilizing University funds.

These policies have been created to ensure that University budgeted dollars are spent appropriately and cost effectively.

Individual University Departments may elect to establish more stringent guidelines in addition to this Catering Services Policies and Procedures. All employees should become familiar with and comply with such policies.

- 1) Catering services must only be ordered if it is a sponsored University meeting, training or special event that requires catering.
 - a) The ordering department should evaluate whether catering is essential to the success of a meeting or event and only order if necessary.
 - b) All catering orders should be kept at a reasonable cost level that meets the needs of the meeting or event.
 - c) Catering charges for meals at the Faculty Club must be directly related to fostering positive University relations and reviewed by the department's Budget Administrator.
 - d) Catering should not be ordered for the normal daily business of the University or for social / departmental gatherings or festivities. Any exceptions must be approved by the department's Dean, Associate Vice President, or Vice President.

- 2) When a catering order is placed (whether on the CaterTrax website or directly with Chartwells over the phone or via email), the University employee placing the order must provide the Budget Administrator's email address on the order form in the "CC" field (this is a required field). This way, both the individual placing the order and the Budget Administrator (whose org / department will be charged) will receive the email with all of the order details.
 - a) The Budget Administrator will review all catering orders to ensure they are essential to the ordering department's function and have a valid business purpose.
 - b) All catering orders above \$5,000 must be approved in advance of the meeting or event (by signing the invoice and providing it to the Catering Office or by email to the Catering Office) by the ordering department's Dean, Associate Vice President, or Vice President. The order does not need to be approved again if minor changes are made to the order after it's been approved.

- 3) Only the following budget accounts can be used for charging catering expenses:
 - a) Catering should be charged to budget account 7627, Departmental Catering Expense, unless catering is for a University sponsored special event.

- b) When catering is for a University sponsored special event for which a budget account has already been established, the event's budget account should be charged.
 - c) Account 7513, Food Services Expense, should only be used when the expense is being charged-back to a third party as part of a revenue-generating activity (for example, Office of Conference Services).
- 4) It is the responsibility of the ordering department to ensure that funding is available in the budget account prior to ordering catering. In instances where funding is not available in the budget account, a budget transfer is required.