

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 7052

**TITLE:** CATERING PROCEDURE

**BASED ON POLICY:** 7.05 USE OF FACILITIES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/CONTROLLER

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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 location and determining the time and date of your event, contact the food service manager as indicated in the table below immediately.

Food Service Provider	Food Service Manager
Cafeteria (Kelly's)	Cafeteria Manager
Culinary Arts Class	Culinary Arts Instructor
Hotel Jacaranda Restaurant	Hotel Chef

2. The menu must be planned in consultation with the respective food service manager. The requestor should then complete the Catering Request form available on Panther Central.
  - a. The food service 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 under the funding source being utilized. 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 email 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 10 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 for notifying the food service manager within five to seven business days of any changes to the estimated numbers for an event.
3. Costs borne by food service managers when events are canceled 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: Revised: 11/5/19**

**Adopted:** 12/16/08

**Reviewed:** 5/01/12

**Revised:** 11/5/19