

## Catering Requisition Process

(Pick-up or Delivery on Campus - No Exceptions)

**First Contact Food Services at MesaCatering@sdccd.edu to check if they are able to cater your event. Food Services needs at least 3 business days notice when requesting catering. Food Services is the first contact when catering is needed for an event, workshop, or meeting on campus. When contacting Food Services, provide them with:**

- ❖ Date and time of event
- ❖ Menu selection
- ❖ Budget allocation if applicable

**If Food Services can cater your event:**

- ❖ After the event happens and you receive the invoice, please submit the invoice with budget number, budget manager approval (electronic or in an email), flyer, agenda and/or sign-in sheet to the Business Office to be processed for payment via a payment request.

**If Food Services cannot cater your event**

1. You can check with the Business Office for approved catering vendors or check if the vendor you have in mind is an approved vendor.
  - a. If the vendor is an approved vendor you can proceed to the next step
  - b. If the vendor is not approved please confirm with the vendor that they accept purchase orders, checks and NET 30, if so please have them complete the following documents and submit
    - Supplier Intake Form
    - W-9
    - Insurance Form

- Health Permit
- 2. Contact catering vendor to get quote/estimate for the catering
- 3. Submit to Business Office
  - a. Requisition Request Form with budget number and approval from budget manager
  - b. Quote
  - c. Indemnification Form
  - d. Denial email from Food Services
  - e. Flyer if available
- 4. Once the catering event has happened, submit the final invoice, flyer, agenda and/or sign-in sheet to the Business Office to be processed for payment.

Notes:

- ❖ If the vendor will be serving the food, a handlers permit will be needed for each employee who will be serving food, in addition to the documents listed above.
- ❖ If the vendor is approved but has not catered for the current fiscal year, you might need to also submit an Insurance form and Health Permit.

**Orders cannot be placed with the vendor, until the Business Office has issued a Purchase Order.**

**Forms links:**

- ❖ [Requisition Request Form](#)
- ❖ [Supplier Intake](#)
- ❖ [W-9](#)
- ❖ [Indemnification and Hold Harmless Agreement](#)