

POLICY:

WSUTC has adopted the policy of requiring all meetings and/or events that take place on our campus to utilize the WSUTC Hospitality Café for any and all catered food and beverage needs. This policy applies to all meetings and events held on our campus that utilize funds from WSU managed accounts for the purchase of food and beverages. It also applies to all meetings and events that take place on WSUTC campus and that are organized by non-WSU entities. It shall not, however, apply to informal meetings that are not catered, but that may have small food or beverage items brought by attendees utilizing their own personal funds, or to the purchase of beverages from the SUB Coffee Shop in the Student Union Building.

A “Request for Catering Event Form” (40.800.1Fa) is to be submitted 14 (fourteen) days prior to each catered event request. Late notification is generally not a valid reason for requesting a waiver to obtain an external caterer.

When the Hospitality Cafe catering is not able to provide the required services, and/or agrees to allow a requested outside caterer to serve the event, it may be allowed when given advance approval on the “Catering Waiver Form” (40.800.1Fb).

Consumption of alcohol at functions on the WSUTC campus must comply with current applicable laws and policies. WSUTC Hospitality Café catering can provide this service.

PURPOSE:

Having a self-sustaining and well-functioning Hospitality Café that can provide food and beverage options for faculty, students, staff and visitors, and that can also provide catering services for meetings and events held on campus, is important to the day-to-day operations of this campus. In order to ensure that such services remain fiscally viable and are self-sustaining, it is important that we as a campus utilize and promote such services whenever possible. Hence, we need to give our WSUTC Hospitality Café the first right of refusal for all events catered on our campus. As such, our “Request for Catering Event Form” should be submitted 14 (fourteen) days prior to each catered event.

PROCEDURES:

1. Expenditures for catering services must be in compliance with WSU Accounts Payable, guidelines (i.e., “Request to Serve Food Form”) may be found at <https://acctspay.wsu.edu/request-to-serve-food/> for all WSU employees along with all other pertinent state and WSU purchasing policies.
2. University departments, colleges or other users of University facilities seeking catering services:

- a. Must give the WSUTC Hospitality Cafe Catering Services the right of first refusal to service the event. WSUTC Hospitality Cafe must determine if it is able to service the event and should provide a quotation or issue a waiver to the user within 2 (two) business days. If the Hospitality Cafe is unable to service the event, it will inform the requesting department or individual by indicating such on the "Catering Waiver Form."
 - b. In the event that WSUTC Dining Services is unable to service the event, the department or customer then may use an outside vendor and must obtain proper insurance and food handling certificates for the outside food provider.
 - c. Menu selection should be made 14 (fourteen) business days prior to the event. Expected head count is needed no later than 5 (five) business days prior to event. Cancellations must be made at least 5 (five) business days prior to event.
 - d. Complete appropriate paperwork immediately following the event.
3. The Food Handling and Vendor Policy shall apply for all catering services provided on University property.
 4. If internal catering is waived, an external catering service must be procured through Purchasing, and compliance with instructions regarding competitive quote requirements must be followed. The waiver form must be signed by the Hospitality Cafe prior to securing outside caterers and the waiver form shall be attached to the Purchase Order of the selected external caterer.

RELATED POLICIES AND DOCUMENTS:

[Request for Catering quote and Waiver Form](#)

BPPM 70.31 [Request to Serve Food](#) Form, if required, due at least 5 days before event

[Purchase Request Form](#), if needed

Authority regarding matters pertaining to our campus budget and operations as outlined in Executive [Policy #29](#)