

Virginia State University
Policies Manual

Title: Procurement of Catering Services

Policy: 5620

Purpose

This policy sets forth the guidelines for the procurement of catering services by University departments. It also conveys protocol and guidance for accessing and receiving catering services in accordance with Commonwealth of Virginia regulations and mandates.

Authority, Responsibility, and Duties

Applicable parties to this policy are Virginia State University Faculty, Staff and employees of the outsourced dining services vendor. Those responsible for monitoring adherence to the policy are the Director of Dining Services and the Director of Auxiliary Services.

This policy supersedes all previously published University catering and/or food service policies and procedures relative to catering services. This policy shall remain in effect until modified or rescinded by the University. The University reserves the right to amend, modify, or revise this document and publish any changes that it deems are in the best interest of Virginia State University and are in compliance with regulations mandated by the VSU Board of Visitors and/or the Commonwealth of Virginia

Definitions

Director of Dining Services – Individual, employed by the University’s outsourced dining services vendor, who serves as on-site Senior Manager of dining operations.

Director of Auxiliary Services – Individual, employed by the University, who serves as the Campus Liaison for student dining, catering, concession, vending, Multipurpose Center, bookstore and copy and print services matters.

Policy Statements

Catering and Food Services are provided to Virginia State University by the outsourced VSU Dining Services. All catering services must be authorized in advance through the Purchasing Office. Virginia State University Dining Services provides catering services for on-campus events and outside guests of the University. The VSU Dining Services has the first right of refusal to cater any event held on campus, inclusive of university-leased property; therefore VSU Dining Services must be sought first in procuring any campus-related catering event. Procurement of catering services at the VSU Multipurpose Center (MPC) is to be coordinated via the outsourced MPC event management firm.

Procedure

To procure catering services all departments are required to submit a purchase requisition in eVA and attach a food service contract, or signed quote/estimate, to the VSU Purchasing Office no later than two business days prior to the event date to ensure sufficient time for document processing (purchase order). A list of attendees must be attached to the purchase order. In accordance with state guidelines all VSU departments must also submit a list of attendees to the Office of Invoice Processing.

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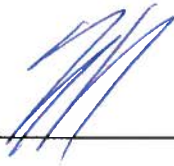
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References

Virginia Public Procurement Act (VPPA) - Title 2.2, Subtitle II, Part B – Chapter 43

Approved By: _____



President

Date: _____

