

Effective: August 16, 2005

**Administrative Policy
CATERED FOOD SERVICES on CAMPUS**

Approved: August 16, 2005

President's Executive Cabinet

Revised: December 1, 2009, President's Cabinet

Revised: December 21, 2010, President's Cabinet

This policy outlines the provision of catered services to campus departments for University business.

This policy applies to all faculty, staff and/or students who wish to purchase catered services to be funded by a University cost center or a student activities account. It will provide consistent procedure for the planning and use of catered services for University business.

Procedures

The Catering Division of the University's Dining and Conference Services Department has the exclusive rights to all catering activities to be held on campus or to be funded by a University cost center or a student activities account. This policy excludes small personal and individually planned functions held in office areas where food is prepared by those attending.

The PASSHE Policy 1983-23 authorizes University Presidents to approve expenditures for meal services provided at University expense. The President of Millersville University has delegated this approval authority to Vice Presidents and others designated by Vice Presidents.

The use of University funds is appropriate:

if the University is contractually bound to provide meal services,

in connection with workshops, seminars, official receptions, and other similar events, which include University students, representatives of other PASSHE universities, or other outside guests

when entertaining official guests of the University

in connection with meetings or events serving the business purpose of the University which include University students, representatives of other PASSHE universities, or other outside guests.

Dining and Conference Services and the Purchasing Office will not accept requests for the use of University funds:

in connection with office parties, even if such events involve individuals outside of the office

in connection with departmental events for individual retirement recognition

for reimbursement of expense for food items/ingredients used in lieu of catered services

for the purchase of alcoholic beverages. (See Alcoholic Beverages policy <http://www.millersville.edu/about/administration/policies/index.php>)

Exceptions and Waivers

Faculty, staff and students who believe that the authenticity and/or programmatic purposes of their event and/or program would be significantly enhanced if part or all of the food and beverages were provided by a Food Service other than Millersville University's Dining and Conference Services may request an exception to the policy. A request for exception must be made to the Director of Dining and Conference Services or his or her designee by the close of business 21 calendar days prior to the planned event. Within three (3) business days, the Director of Dining and Conference Services will respond either declining or waiving the requirement to utilize Millersville University's Dining and Conference Services for all or part of the food and beverages at the planned event. If the individual, department or organization disagrees with the decision, an appeal may be made within two (2) business days to the Vice President for Finance and Administration or his or her designee. The reply to the appeal will be issued within two (2) business days. Final decisions and any food and beverage orders for Catering must be finalized and confirmed seven (7) business days prior to the event.

There are no exceptions to this policy for catered food and beverage services at the Bolger Conference Center or any Millersville University licensed and operated Dining facility.

Responsibilities

Dining and Conference Services

accepts reservations of all campus catering activities which meet the required guest attendance criteria

maintains facilities and services of the William Bolger Conference Center

insures compliance with University policies and procedures

initiates all invoicing for services

Purchasing Office

insures compliance with University policies and procedures

Accounting Office

implements payments to Dining and Conference Services