

## Food Service Policy and Procedures Policy Number: 3404

### EFFECTIVE DATE:

September 2016

### PURPOSE:

Establish policies and procedures for obtaining catering and food/beverage services for all on campus events.

### SCOPE:

This policy and procedures document applies to all Liberty University departments and events.

### RESPONSIBILITY:

**Director of Procurement** is responsible for the day to day administration of this policy. The Director of Procurement also coordinates with the Director of Dining Services to establish and maintain University policies and procedures associated with the procurement of food/beverage and catering services.

**Director of Dining Services** is responsible for coordinating with the Director of Procurement on establishing and maintaining University policies and procedures associated with the procurement of food/beverage and catering services.

**Division Leaders and Budget Managers** are responsible for ensuring compliance within their organization concerning the procurement of food/beverage and catered services for departmental events.

### DEFINITIONS:

**Catering** – any food service that is accompanied by wait staff where the University is the party responsible for payment

**Food Delivery** – any food service where a vendor delivers pre-prepared meals but is only responsible for delivery where no prep or wait staff are provided

**Concessions** – any food service where the vendor sells product directly to the attendee. Concessions also includes events where the University pays for the service but the product is done as a “grab-and-go” as in the case of food trucks, ice cream stands, etc..

## **POLICY and PROCEDURES:**

All purchases \$2,500 and below can be purchased with a P-Card and multiple bids are not required.

All purchases over \$2,500 must be purchased via the Banner requisition process.

Sodexo is the University's primary contracted food service provider and, as such, their pricing is monitored and controlled. Consequently, if using Sodexo for services over \$2,500, multiple bids are not required. If another vendor is desired, multiple bids are required (including one from Sodexo), for any purchase over \$2,500.

All catering services that occur on campus where students, potential students, or parents of students are in attendance must be catered by Sodexo

All concessions must be administered by Sodexo. Vendors wishing to provide concessions on campus must contact Sodexo for the process. In order to offset administrative costs associated with ensuring vendors are in compliance with insurance and license requirements, Sodexo will charge the concessionaire a fee of 4.5% of gross sales.

### **Cost Thresholds - Catering**

<b>Type of Catered Meal</b>	<b>Per Plate Thresholds*</b>
Breakfast	\$7.50 - \$10.00
Lunch	\$10.00 - \$15.00
Dinner	\$17.00 - \$25.00
Hors d'oeuvres	\$7.00 - \$12.00

\* Per plate thresholds include beverages, gratuity, and tax.

\* Exceptions for certain events as approved by the President or CFO

## **RELATED DOCUMENTS:**

- [Casual Event Proposal Example](#)
- [Catered Event Proposal Example](#)
- [Procurement Homepage](#)