

## Catering Compliance Checks Procedure

- Department's need for catered meal is identified and a requisition is submitted, approved by the FO, and routed to Purchasing via KFS.
  - Expenditures above \$10K (for event or cumulative for year)
    - Obtains 3 quotes – picks a vendor after bidding – business purpose, agenda, and dean level authorization is reviewed – a PO is created and submitted to vendor – AP clear reviews the open PO and pays the invoice
    - OR – per discussion with Kristin Allen, Purchasing, the bidding process often happens before the requisition is submitted. Departments will usually contact her ahead of time. To have an even undergoing this process is rare.
  - Expenditures below \$10 (for event or cumulative for year)
    - Business purpose, agenda, and dean level authorization is reviewed – PO is created and submitted to vendor – AP Clerk reviews the open PO and pays the invoice
    - Business purpose, agenda, and dean level authorization is reviewed – Department is held responsible for upholding policy, including excluding alcohol from payment
  - Vendor submits open invoice to Accounts Payable – AP clear reviews the open PO and pays the invoice
- If you are paying for Catering Services on a PO or a DV you should be asking for the list of attendees and their affiliation with the University. If the people/person in attendance is at a higher level than the Fiscal Officer then you need to adhoc route the PREQ or DV to the Provost Approval Group, 10045 for approval