

Office of the University Union Policies and Procedures	Subject: Event Support Services & Information	Reference: V.I.D.
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	Director's Approval:	

CATERING POLICY

Food and beverage service for all University functions shall be exclusively provided as requested of the contractor serving as University Dining Service. Exceptions include functions in the Weidner Center, and the Ecumenical Center, and any function approved by the Campus Contract Administrator and the Director of University Dining through the Waiver Request Process.

A Dining Service Request Form must accompany *all* requests for food and beverage needs. The completed form must include the funding source and authorized signatures.

Caterings will be considered tax exempt only if they are paid for with University funds or have a non-profit, tax exempt number associated with the funding source. All other caterings will be taxed (i.e. a registered UW – Green Bay student organization using private funds will be taxed).

University Dining Service will complete an invoice for all caterings, and will be processed through the appropriate channels for payment (i.e. Purchasing Office, Organizational Finance Office, etc.). All invoices will be paid in full unless the customer identifies a discrepancy in a timely manner. Copies of Request Forms and Invoices will be sent to the University Union's Financial Services Coordinator for recording and reconciling purposes.