

Checklist for University departments/units when hiring a caterer

Notes: Please allow adequate time to plan event and ensure proper approvals are obtained.

- Using on-campus established University event venues such as the Guest House, Rice Eccles Stadium, Student Union Building, Red Butte Garden, Natural History Museum, Utah Museum of Fine Arts, etc., and using one of that venue's caterers.

A. If caterer's total cost (cost of service, deposit, ancillary items) is \$5,000 or less, use PCard (based on the PCard limit) or other process accepted by the venue to secure caterer. Document date of event, business purpose and number of attendees (list names if less than 10 people). Include authorized signature. Retain documentation with department purchase file.

B. If caterer's total cost (cost of service, deposit, ancillary items) exceeds \$5,000 and payment will be made directly to the caterer, submit a requisition to Purchasing with the following information:

- | | |
|---------------------|-------------------------|
| a. Date of event | c. Number of attendees |
| b. Business Purpose | d. Authorized signature |

[If the top box is checked, no need to complete the remainder of this checklist.]

- Verify that the caterer has a valid business license in Salt Lake County or the appropriate local jurisdiction.
- Verify that persons preparing and serving the food will have current, valid Food Handler permits from the Salt Lake County Health Department or the local jurisdiction.
- Check the caterer's references.
- If alcohol will be served, the department/unit will ensure all service of alcohol complies with the University's alcohol guidelines.
- If caterer's total cost is \$5,000 or less, follow the instructions in A. above. If caterer's total cost (cost of service, deposit, ancillary items) exceeds \$5,000, provide Purchasing with the same information in paragraph B found above. Request a W-9 if the caterer is not already in the CIS Vendor file. This will help expedite the transaction.
- Follow **University Policy 3-004** (Processing and Signing Official Documents), when entering into agreements for catering services.

Please see the University of Utah's **Environmental Health and Safety Food Handling Guide** for more information on the University's food handling guidelines.