Section 2 Subject 2.6 **Policy 2.6.9**	General Administrative Policies and Services Facilities Use **Food Services Policy**	03/01/96 –Originated 08/04/11 -Reviewed w changes 08/13/02 -Reviewed w/o changes Assistant VP for Operations and Support Services - Author

Food Services Policy

Policy

All UTMB departments will use the Department of Catering and Special Events **exclusively** for all events scheduled in facilities which are owned or leased by UTMB on Galveston Island, including those held in the Special Use Facilities (Rosenberg House, Caduceus Room, Ballinger Mills Room, Levin Hall Foyer, Levin Hall Dining Room, Marie Hall Room, and Open Gates Conference Center).

Special Requests

Special requests for items not routinely provided on the UTMB's catering menu may be arranged through UTMB's Catering Office. An additional handling charge may be applied for this special service.

Placing Event Orders

All orders are to be placed with a minimum of (2) business days, or 48 hours prior to the event.

Change Orders

All changes should be made 48 hours in advance of the event.

Minimums

In some instances food minimums may have to be met. Example: a catering for ten (10) people who want to order sandwiches will have two choices for food items, not (1) turkey, (2) roast beef, (4) ham, (2) chicken salad, and (1) tuna.

Small Events

For small events (e.g., "pizza rounds", brown bag luncheons, luncheon type sandwich meat platters, etc.) not held in a Special Use Facility, the department has the option of purchasing from an outside source only if all of the following conditions are met:

1. The total amount is less than $500.00.
2. Catering services (serving, staffing and clean-up) are not required.
3. The food will be picked up by the UTMB department or delivered to UTMB by the vendor, but **the food may not be served by the outside vendor.**
4. Food is delivered in/on disposable dishware, boxes, or trays.
5. The department assumes the responsibility for cleanup of the space used for the event.

Food purchased for special events sponsored by student government/organizations are exempt from the event dollar limit so long as the event is held in the Lee Hage Jamail Student Center or its

immediate surrounding courtyards and ground

Small Events, continued

NOTE: In this instance of small events, the department ordering the food will assume any quality responsibilities associated with using the outside vendors.

Payment

Food services purchased from UTMB's Catering and Special Events Office will be billed to departments using the UTMB's Internal Service Center (ISC) requests in Peoplesoft. Departments will be required to provide an appropriate UTMB account number for billing at the time the event is booked. Food service purchases may only be paid from designated accounts and not from any state-funded accounts.

Food purchased from an outside vendor may be paid for in the following way:

1. Purchase Order Requisition through Peoplesoft
2. Non-PO Voucher
3. Cash or credit directly to the vendor at time of delivery

The internal Peoplesoft ISC process can only be used when purchasing food from the Department of Catering & Special Events.

Requests for payment in excess of $500.00 will not be approved and payment for services received will not be the responsibility of UTMB.

NOTE: Petty Cash rules and regulations prohibit departments from using petty cash to pay for food and beverages.

References

IHOP 2.6.1 Use of UTMB Facilities
IHOP 2.6.2 Special Use Facilities
IHOP 8.1.20 Open Flames Policy

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