



CASE WESTERN RESERVE
UNIVERSITY EST. 1826

Case Western Reserve University

Catering Policy

Revised June 15, 2012



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1. Policy

The University shall pay for catering expenses for business functions if the food and other arrangements are reasonable for the function. The University recommends—and in some cases requires—the use of identified preferred caterers to ensure quality service and fair pricing.

2. Outside Caterers

Caterers who use their own staff and utensils serving on University property are considered to be outside caterers.

Use of preferred outside caterers (<http://www.case.edu/finadmin/security/auxiliary/cater.htm>) is required for events on University property and those paid for with University funds of \$500 or more. Use of a preferred caterer is recommended, but not required, for events where catering costs are less than \$500.

Those vendors who appear on the preferred list meet the following criteria:

- A successful record of service on campus;
- Acceptance of the University's payment terms and conditions;
- A signed standard Case catering agreement on file; and
- Proof of insurance/power of attorney and all other documents required by the State of Ohio on file at the University.

Bon Appétit is the University's current food provider and is recommended for any catered function or affair. Bon Appétit offers a full range of catering services. Arrangements can be made by calling (216) 368-4548 or faxing (216) 368-1866.

The following campus locations have additional requirements.

- Events costing \$500 or more at the Dively Executive Education Building must be catered by A Taste of Excellence. Call (216) 368-0020 or e-mail dively.conference@weatherhead.case.edu for assistance.
- The Manor House has its own list of preferred caterers. Contact Patty Gregory at (216) 368-0274, or e-mail pkrc@case.edu for assistance.
- Residence halls and the dining commons are restricted to Bon Appétit.



3. Procurement Options and Procedures

Event planners must obtain two quotes (one plus the caterer chosen) for all events between \$10,000 and \$25,000. Three written, competitive bids (two plus the caterer chosen) are required when catering services cost \$25,000 or more.

Users of catering services totaling \$500 or more must create a requisition through e-procurement (<https://erp.case.edu:8610/psp/fsprd/EMPLOYEE/ERP/?cmd=logout>) prior to the event so that a purchase order can be issued. If the catering order is less than \$500, a DCard, T&E card, or individual credit card can be used. Bon Appétit will continue to journal all events. Any Bon Appétit event of \$5,000 or more will require the approval of the requestor's supervisor.

For additional information, please contact Mary Luburger at (216) 368-1666; fax (216) 368-1096; or email catering@case.edu.