Catered Food Orders and Dining Out

A brief review
Step 1:

• Plan event:
  • Review allowable daily meal rates per person
    Breakfast: $14
    Lunch: $25
    Dinner: $57
  • Obtain written quote from vendor
Step 2:

For food that is delivered to the campus: Put a non-catalog requisition on Wolfmart (at least 1 week before event)

For a catered event off campus (including Hilton Garden Inn) use a Service Request Form. This PO will require a contract to be signed by Procurement.
Step 3:

- Attach documents to support these 3 questions:
  
  WHO ? : List of attendees/invitees
  
  WHAT ? : Quote from Vendor
  
  WHY ? : Justification/Description of event
Step 4:

If date of event is getting close and you haven't seen a PO yet then call Buyer (name is on requisition).

Make sure a PO is issued by Procurement.
HINTS:

**DO:**
- Make sure a PO was issued before the event
- Use a sign-in sheet at the event to confirm attendees
- Call Michele Rindos 2-6071 (State) or Teri Sentowski 2-6056 (RF) for help with on campus orders; Fran Gandia (2-9094) for off campus orders
- Read the SBU Policy: [https://www.stonybrook.edu/procurement/employees/purchasing/state_procurement.shtml#food](https://www.stonybrook.edu/procurement/employees/purchasing/state_procurement.shtml#food)

**DO NOT:**
- Pay NYS sales tax - give vendor a tax exempt certificate if needed
- Order alcoholic beverages
- Put the req. on after the event; make sure it is BEFORE the event
- Sign the vendor contract yourself
Exception:

You may submit WHO?/ WHAT?/ WHY? documents on a non-encumbered payment form AFTER the event, ONLY if dining out and the restaurant will allow direct billing.

Note: The tip has to be included in the cost of meal - don't go over the limit!

Confirm restaurant will allow “direct billing” before the event.