



Operating Protocol & Procedure

Details:

Number: 802

Title: Food and Catering Service for Official Functions and External Events

Category: Facilities

Office of Primary Responsibility: PEAK Office

Approval Date: 10/27/14

Effective Date: 10/28/14

Revised: 8/29/16, 12/4/23

Purpose:

To clearly define guidelines and procedures for arranging catering on the Pueblo campus for internal and external events, meetings, and other activities

Applicability:

All staff, faculty, students and external guests.

Definitions:

The term "Public," for the purpose of this operating protocol, refers to students, staff, faculty, visitors and/or community members on any PCC campus or site.

The term "Official Function," for the purposes of this operating protocol, refers to any college-related event or activity where internal and/or external guests will be invited to attend and where college funds will be used to pay for catering services.

"External events" refers to events held on a PCC campus or site that are not related to the college.

References:

None

Attachments/Related Documents:

Internal Catering Requirements & Procedures for the Orman Campus and the Teaching & Learning Center (TLC) at St. Mary Corwin (found on the Portal on the Employee tab)

Operating Protocol:

Food or catering services for internal and external events must be obtained from a licensed commercial vendor or retail store.

For college-related events or activities, when food or beverages are to be provided to attendees, prior approval must be obtained through the submission of an Official Function Form (OFF) through Ultimus. If the cost of the food or catering service is \$2500 or more, a Purchase Requisition must be submitted in advance through Ultimus.

Pueblo Campus and the TLC Additional Requirements:

Pueblo Campus and TLC are required to use the college-approved caterer and adhere to the Internal Catering Requirements & Procedures document found on the Employee tab of the Portal.

Licensed food trucks may be used to provide food and catering services on the Pueblo Campus with prior approval by the Vice President of Administration & Finance (VPAF).

External customers of the Pueblo Campus or the TLC must make food and beverage requests through the PEAK Office.

If your event or activity only requires items that can be purchased from a licensed commercial or retail vendor such as pre-packaged granola bars, chips, candy, cookies, cupcakes, or cakes, please contact the PEAK Office or refer to the Catering Requirements on the Portal for guidelines.

Procedure:

Official Functions:

- For catering or food service to be provided for an Official Function, employees must submit an Official Function Form through Ultimus prior to the function.
- If the cost of the catering or food service is \$2500 or more, employees must complete a Purchase Requisition through Ultimus prior to the Official Functions.

Official Functions (Pueblo Campus and the TLC only)

- Catering arrangements must be made through the college's approved caterer (except for small items as described above). Orders may be placed by completing the Catering Request Form. Please see the Internal Catering Requirements & Procedures document for more information. The form and the document may be found on the Portal on the Employee page.
- Requests to use a food truck to provide catering services must be submitted to the PEAK Office in writing no later than 14 business days in advance. The PEAK Office will forward the request to the VPAF for consideration and approval. The PEAK Office will inform the person that submitted the request within three (3) business days of the approval or denial of the request.

Food or Catering Services for External Events:

- For the Pueblo Campus and TLC: All food and catering services for external events must be arranged through the PEAK Office. External organizations are subject to the same requirements regarding the use of the college-approved catering service, with the exception of small, pre-packaged items mentioned in the protocol.
- For Branch Campuses and Sites: Food and catering services are allowed as long as a licensed commercial vendor or retail store is used to provide the service. Arrangements are to be handled by the organization hosting the external event.