



Office of the Vice President for Finance and Administration

University Criteria for ordering refreshments

To provide food and beverage, meetings/events must adhere to the following:

- Payment or reimbursement of meals and refreshments at meetings/events must be regarded as an atypical event and NOT as a routine business practice.
- The purpose and expected duration of the meeting/event must be stated in the agenda (which must accompany the official food order form).
- A sign-in sheet must be signed by all attendees. Attach the sign-in sheet to the approved invoice when requesting payment. (A form of attendance sheet is linked to this website.)
- The meeting must be at least 2 hours long and must include attendees other than departmental staff.
- If a meeting is cancelled, the food order must be cancelled immediately by the Requester with Panda House (x5959). The Events Management Office (x5040) should also be notified.
- The number of attendees must equal or exceed the number for whom food was ordered.

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Steps for Processing a Food Order

If your event meets all university criteria, then you may proceed with initiating a food order by using the following steps. The process must be initiated at least 10 working days in advance of your event. Last minute food orders will not be honored.

1. Decide on a day and time for your meeting.
2. Develop your agenda with an estimated number of guests and estimate the length of time.
3. Schedule a meeting room with the Events Management Office by writing to Events.Management@kbcc.cuny.edu. See the Event Management college webpage for

more information. A Meeting Arrangements Form must be completed and submitted to the Office of Events Management (rm. V114) to confirm your room arrangements.

4. Identify your source of funds and the dollar amount per person available for refreshments.
5. When estimating your attendance for your food order, please plan for at least **10% less** than your population as there is traditionally a 10% no show/drop off rate for most events.
6. Contact Panda House to request a written estimate for your menu.
7. Based on that estimate, complete the "Official" Food Order Form which you may find on the Events Management webpage. Be sure to list the source of funds for your purchase and attach a copy of your meeting agenda. If you are using College Funds (tax levy money), **you will need to also complete** a purchase requisition. The purchase requisition number should be recorded at the top of the food order form.
8. Sign the form as the Authorized Requester and obtain the appropriate approval signatures for this purchase.
9. If you are paying **with college funds**, use the tax levy fund menu located on the Events Management webpage and initiate a purchase requisition and an **Official Food Order Form**. The Official Food Order Form must be signed by the Director of Purchasing or his/her designee.
10. For orders paid with funds **other than college funds**, forward the approved Official Food Order Form to the appropriate college payment office for review. The payment office will review, initial and forward the form to Events Management. (fax no. 4509)
11. Upon receipt, Events Management will review the order and when appropriate, will sign the order and forward the order to Panda House.
12. At your meeting/event, circulate your attendance sheet. A form of attendance sheet may be found on the Events Management webpage. Following your meeting/event, attach the signed attendance sheet to the approved invoice and submit both to the appropriate payment office for processing.

No food and beverage will be delivered to classrooms. Events Management should be contacted in advance to request a meeting room for your event.

All properly processed food orders must be received by our college food service at least one full business day in advance.

All home prepared foods are prohibited at all college functions on campus.

Food orders paid with college funds may not exceed \$5.00 per person for breakfast/coffee breaks and \$8.00 per person for lunch or dinner.