CUNYFIRST BUSINESS PROCEDURE FOR PROCESSING CATERING /FOOD ORDERS

I. Procedure for submitting your Catering Orders:

a) **Criteria for Placing Orders:** To provide food and beverage, meetings/events must adhere to the following:
   i. Payment for meals and refreshments at meetings/events must be regarded as an atypical event and NOT as a routine business practice.
   ii. Identify the business purpose and how it's beneficial to the college and department/program.
   iii. The purpose and expected duration of the meeting/event must be stated in the agenda and attached with any/all supporting documentation in the system.
   iv. A sign-in sheet must be signed by all attendees. Attach the sign-in sheet to the approved invoice when requesting payment.
   v. The meeting must be at least 2 hours long and must include attendees other than departmental staff.
   vi. If a meeting/event is cancelled, the food order must be cancelled immediately by the Requester with MBJ Hostos CC (x7910). Cancellations are subject to the Terms and Conditions by the food service provider. The Office of Procurement (x7967) should also be notified.
   vii. The number of attendees must equal or exceed the number for whom food was ordered.

b) **Steps for Placing Orders:** 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.
   i. Decide on a day and time for your meeting.
   ii. Develop your agenda with an estimated number of guests and estimate the length of time.
   iii. Contact MBJ Hostos CC via email Remona@MBJFoodServices.com, Catering@MBJFoodServices.com, or call ext 7910 and request a quote/pricing.
   iv. Identify your source of funds and the dollar amount per person available for refreshments.
   v. Complete the Hostos Catering Request Form.

c) **CUNYfirst Requisition & P.O. Issuance:** Create a CUNYfirst requisition for Purchase Order issuance to process your order. The completed ***Hostos Catering Request Form,*** Quote and all supporting documentation (Agenda/Event Flyer) MUST be uploaded and attached to the CUNYfirst Requisition. Once a requisition is fully approved with a Valid Budget Check, a Purchase Order will be issued by the Office of Procurement. ***In accordance with CUNY's Purchasing Policy Guidelines, end users must NOT place an order or engage in an agreement that obligates the College for payment in exchange for goods and services without a valid purchase order being issued by the Office of Procurement.*** By creating these transactions, a clear and accessible record of the agreement, the cost to the College and approval of the budget expenditure are captured in CUNYfirst and are easily made available for reporting and/or audit purposes. All payments are made through the CUNYfirst purchase order process.

d) **Payment:** In order for the vendor to be paid, department must have the following:
   i. valid purchase order in the CUNYfirst system
   ii. must enter the CUNYfirst receipt
   iii. must provide the completed **Hostos Catering Request Form, Vendor's Invoice, Sign-in Sheet** with all required signatures and approvals
   iv. must provide copies of Agenda/Event Flyer or any supporting documentation

IMPORTANT:

Failure to submit a CUNYfirst requisition for P.O. issuance from the Office of Procurement BEFORE services are provided will jeopardize departmental compliance to CUNY procurement policies and may result in disallowance of university funding for your catering needs.

II. **Requisition Submission:** Before department submits requisition in CUNYfirst, Department must have available funds in Budgetary Account 80061-Supplies and Materials General. If necessary, contact the Budget Office to transfer funds. Below is the category/budget/expense coding and vendor information needed to submit a requisition in the system.

Category Code: 9010160300-Food Services and Catering

Tax Levy Supplier ID: 1000030935 **Supplier Name:** MBJ Hostos CC

Non-Tax Levy Supplier ID: 0000036557 **Supplier Name:** MBJ Hostos CC LLC

III. **Additional Resources:**

a) CUNY's Guidelines for Serving Refreshments at Business Meetings
b) City of New York's Directive 6 for Meals Guidance.

If you have any questions, special circumstances, or need additional information, email purchasingoffice@hostos.cuny.edu and Use **'CATERING REQUEST'** in the Subject line.

HELPFUL TIPS

1. 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.

2. At your meeting/event, please circulate your attendance sheet. Following your meeting/event, attached the signed attendance sheet to the approved food service invoice and submit both to the appropriate college Accounts Payable or Business Office for processing.

3. Food and beverage will not be delivered to classrooms. When providing refreshments, please secure a meeting room in advance with the Office of Events Management/Conference Center.

4. Catering orders without a valid Purchase Order from the Office of Procurement are the sole responsibility of the requester and will be subjected to out of pocket expenses. The College will not be liable to pay for catering orders without valid purchase orders and signed authorization by the Procurement and Grants Offices.

5. Home prepared foods are prohibited at all college functions on campus.

6. If a department requires frequent catering services during the fiscal year, the department is advised to consult with the Director of Procurement about the possibility of having a larger scale, amount-only order (Open Purchase Order).

7. College departments are encouraged to reach out to the Office of Procurement, should they have questions about their particular requisition and the Accounts Payable Office for Tax Levy and the Business Office for non-TaxLevy, if they have issues with receipting.