



## How to order catering in a facility managed by the Student Union

### FREQUENTLY ASKED QUESTIONS

- ***I would like to have food and beverage at my event in a Student Union controlled facility. What are your policies?***

Clients who wish to have food and beverage present during their reservation in any SU controlled facility may only order catering through a SU approved vendor. Home cooked goods, store bought food or drinks, and outside catering are not permitted.

More information regarding the SU catering policies can be found in the SU Policy Manual. Please review them on the SU website at: <https://directory.sdes.ucf.edu/file/327/document-reservation-policies.pdf>

- ***Where can I find a list of the approved catering vendors for Student Union facilities?***

A list of approved vendors can be found on the Student Union's website at <https://directory.sdes.ucf.edu/file/702/document-approved-catering-vendors.pdf>.

- ***How do I place an order with an approved caterer?***

Catering orders are to be placed and paid for directly with the approved vendor of your choosing and a copy of the order must be provided to your Student Union event coordinator no later than 3 business days prior to the event.

- ***How do I make payment for a catering order?***

Payment is to be paid directly to the approved vendor of your choosing and a copy of the order must be provided to your Student Union event coordinator no later than 3 business days prior to the event.

- ***What if I would like to pay for my catering order using an SGA allocation and/or AS&F funds?***

A Purchase Request Form (PRF) and a copy of your catering order must be submitted to the AS&F office no later than 10 business days prior to the event. You may contact the AS&F Business Office at 407-823-5548 for assistance with this payment process.

The PRF can be found at: <https://directory.sdes.ucf.edu/file/47/document-purchase-request-form.pdf> .

- ***What if I would like to pay for my catering order through an interdepartmental transfer (IDT)?***

No vendors can accept IDTs. Payment to vendors can be made with a purchase order (PO). In certain circumstances a PCard can be used. The vendor must accept credit cards and the department PCard must have the correct permissions on it to purchase food.