



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Catering Procedures

In order to protect the health and safety of faculty, staff and students, the Food Policy and Procedure for Student Organizations and Departmental Units should be followed with any event involving the purchase of food. Complete policy and procedures for catering events are available on the website at:

http://southeastern.edu/admin/stu_affairs/resources/assets/food_policy_new.pdf.

CATERING EVENTS FOR FACULTY AND/OR STAFF

In accordance with Louisiana State guidelines, the President must approve in advance of any event in which food is served to Southeastern faculty and/or staff. The Request for Special Meals form is available in the Controller's office or online at:

https://www.southeastern.edu/admin/controller/facultystaff/travel/forms/special_meal.pdf

Once approved by the President, the food purchase may be made with Campus Dining Services (or an external vendor if desired, in accordance with state bid requirements). A copy of the approved Request for Special Meals form must be attached to the purchase requisition.

USING EXTERNAL VENDORS FOR CATERING UNIVERSITY EVENTS

While departments/offices are urged to use Campus Dining Services, external vendors may be used for catering University events provided the appropriate bidding guidelines are followed and a Certificate of Insurance is obtained from the vendor. Departments/offices using an external vendor must complete the Food Policy Approval form located at:

http://www.southeastern.edu/admin/stu_affairs/resources/assets/food_permission_form_new_2019.pdf.

Any department/office providing a catered event for faculty and/or staff members must also complete the Request for Special Meals form and receive approval in advance from the President.

https://www.southeastern.edu/admin/controller/facultystaff/travel/forms/special_meal.pdf.

FOOD PREPARED AND SERVED BY FACULTY, STAFF OR STUDENTS

At least one individual who has attended and received certification for completing the Food Preparation and Safety Course must be present at events where faculty, staff or students prepare and serve food. The Office of Student Development provides the Food Preparation and Safety Course periodically throughout the year for faculty, staff and students to receive training in for the safe handling and preparation of food. Purchases of food items for food events are subject to the appropriate state bid requirements. The Food Policy and Permission Form can be found at:

http://southeastern.edu/admin/stu_affairs/resources/assets/food_permission_form_new.pdf.