



CHICAGO STATE UNIVERSITY

Campus Catering Guidelines

As of April 2021, H&B Catering is the vendor awarded with the exclusive catering contract for campus and is the only approved source of meals/refreshments for campus events.

If catering is required for an event, the campus department must contact H&B Catering for a quote.

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A requisition must be submitted in CSU Buy with the quote attached at least two weeks prior to the event.

Reasonable expenses for the following meals/refreshments are allowable from university funds. All requests for purchases of meals or refreshments must indicate the purpose of the function and must be in accordance with the purpose of the account.

1. Refreshments (coffee, rolls, soft drinks, etc.) are permissible when the refreshments are for parent visits, orientation sessions, receptions for a speaker or visiting dignitary, or other authorized events. Retirement parties, going away parties, holiday gatherings, birthday parties, etc. are **not** considered authorized events.
2. All requisitions for purchase of catering must include attachments that identify the following items:
 - a. the group hosting the event
 - b. a detailed agenda for the event
 - c. the business purpose for the meal
 - d. the list of attendees must be provided
 - e. and any advertising or publicity for the event
3. Meals may not be purchased for state employees, unless they are attendees of a recognized conference and there are other participants.
4. Meals involving university personnel and non-university individuals are permissible.
5. The maximum amount allowed for meals per person will be a rate equal to twice the in-state travel meal allowance (currently the rate is \$5.50). Any exception to the maximum allowable amount requires the approval of the respective fiscal officer.
6. Meals for prospective candidates should not include more than four university employees, unless approved by the Dean, Vice President, or the President.
7. University funds cannot be used to purchase meals where only university employees are in attendance unless it is an all-day training/professional development event (8am-4pm or equivalent) and does not allow attendees to depart for usual meal breaks. Prior approval is needed by the Dean, the respective Vice President, or the President.

***Always remember: No alcoholic beverages may be purchased with university funds.**