

PROCESS FOR NON-CATERED OUTSIDE FOOD IN FHSU BUILDINGS

- *Process ensures compliance with university catering contract.*
- *This applies to all departments, Athletics, and student organizations that are having food delivered or picking it up and bringing it to a campus building.*
- *Process must be followed regardless of if you are using state, student activity, athletics association or foundation funds.*

Non-Catered Food Process

Where will your event involving the food take place?

One of the following locations:

- Memorial Union
- Quad
- Fischli -Wills Center for Student Success
- Any Residential Life Building

Any other campus building, excluding Robbins Center

PRIOR to food purchase, must complete the **Catering Exception Request** located on TigerLink.
Wait for form approval before proceeding.

Prior approval and exception request not required. Ok to proceed with food purchase from off-campus food supplier, following all applicable university policies & procedures.

Catering Exception Request approved?

No

Yes

Must use Union Catering Company for catering/food requirements.

Permission granted to proceed with food purchase from off-campus food supplier, following all applicable university policies & procedures.