

## OFF-SITE CATERING FLOW CHART

## What is considered "Catering Service(s)"?

• Caterer's **deliver** and **serve** food, if the organization goes and pick up the food and serves themselves this is not considered a caterer.

## Will services be provided at/near the Highlander Union Building?

CHASING AUTHORIZA' INITIATE A PURCHSE REQUISITION

• Citrus Grove Catering at UCR has first right of refusal for catering events at the Highlander Union Building (HUB) and other campus locations. For dining permission/approval, please email Lisa Walke at <a href="mailto:lisa.walke@ucr.edu">lisa.walke@ucr.edu</a>.

## PROVIDE PREQUALIFIED CATERER • Visit UCR Procurement Services website to asses eligibility https://procurement.ucr.edu/procurement/caterers.html • Department can use the Pro-Qualified Off-Campus Caterers Chart to contact the appropriate authority for the corresponding company(s). • Review UCR Policies and Procedures to ensure meals align with terms/conditions • Review UCR Policies and Procedures to ensure meals align with terms/conditions • All requested documentation is to be submitted to mburkeessuccedure. It is appropriated to mountain the procedure of the procedure of the corresponding company(s). • All requested documentation is to be submitted to mburkeessuccedure. It is appropriated to mountain the procedure of the