**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?**
- 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 lisa.walke@ucr.edu.

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**OFF-SITE CATERING FLOW CHART**

**IS DESIRED CATERER ON THE PREQUALIFIED LIST OF APPROVED CATERERS?**
- Visit UCR Procurement Services website to assess eligibility: https://procurement.ucr.edu/procurement/caterers.html.

**PROVIDE PREQUALIFIED CATERER REQUIREMENTS TO VENDOR**
- Requirements include: General Liability Insurance, Auto Insurance, Business License/Permit, Health Permit, Food Handler Card(s), and Caterer Business Information Form (BP required only if organization utilizing University funds).
- All requested documentation is to be submitted to chun@ucr.edu.

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**WITHIN THE LOW VALUE PURCHASING AUTHORIZATION INITIATE A DAPO**

**ABOVE LOW VALUE PURCHASING AUTHORIZATION INITIATE A PURCHASE REQUISITION**

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**YES**

**NO**

**IF**

- Department can use the Pre-Qualified Off-Campus Caterers Chart to contact the appropriate authority for the corresponding company(s).
- Review UCR Policies and Procedures to ensure terms/conditions

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**SAVE THE DATE**

**PRIORITY CATERING RFP**

**November 3, 2023**

**Deadline for Submissions:**

**November 20, 2023**

**Questions and Contacts:***

**Susie Edmondson**

**Dining Operations**

**Lisa Walke**

**Office of Contract Services**

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**Important Notice:**

- Please note that 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 lisa.walke@ucr.edu.