

Use this checklist **before** you make a catering purchase to determine what you need to do to comply with the [University's Catering Policy](#).

**Before you make a purchase:**

1. Will I be using state funds\*?
  - If yes, proceed to question 2. If no, TU's catering policy does not apply.
2. Will my event be held on-campus?
  - If yes, proceed to question 3. If no, proceed to question 5.
3. Will my event be over \$100?
  - If yes, proceed to question 4.
4. Will I be using a vendor other than the approved University Dining Services?
  - If yes, you will need a [Food Waiver](#) approved by University Dining vendor **prior** to bringing outside food onto campus.
  - A food waiver is **not** required if your event will be held off-campus, or the cost is under \$100, or University Dining is being used.
5. Will my event have only TU employees?
  - If yes, the [Food Service/Catering Exception Authorization Form](#) is required. If no, proceed to question 6.
  - Please refer to the policy for the required approval based on the estimated cost of the event.
6. Will my event be a minimum of 4 hours?
  - If yes, the allowable cost will be the full USM lunch allowance.
  - Note: The meal rates are subject to change each fiscal year. Please visit [TU's Travel Planning & Resources](#) site for the most current rate.
7. Will my event be a minimum of 2 hours, but less than 4 hours?
  - If yes, the allowable cost will be half of the USM lunch allowance.
    - Please note catered/business meals less than 2 hours are not allowable to be funded with state funds.

**Purchase has been made/ready to submit for payment:**

- Do I have an invoice/receipt?
8. Do I have the [Catering Attendee Form](#) (Required for all payments)?
    - If the number of attendees is less than 50, all names and affiliation to the university must be listed.
    - If the number of attendees is 50 or greater, only the names of University employees are required along with a summarization by type of other individuals served (i.e. 100 students and parents attending admissions open house).
    - Purpose section must be completed.
    - Attendees must be listed on the form or you can reference a separately attached attendee list.
  9. Do I have an agenda, event flyer, email blast etc.?
    - This must detail the type of event, who was invited/target audience, and the length/ time frame.
  10. Do I have the approved food waiver (if applicable)?
    - Please note: The email approval from University Dining Services must be submitted with the invoice.
  11. Do I have the Food Service/Catering Exception Authorization Form (if applicable)?
  12. If you answered yes to all the questions above, you are ready to submit for payment.

\*State funds include state-supported, self-supported, and grants/projects. The catering policy does not apply to non-budgeted agency funds, i.e., Student Government Administration (SGA), *Towerlight*. The catering policy also does not apply to Towson University Foundation funds.

### **Definitions**

State-Supported - funded by state appropriations.

Self-Supported - no state appropriations and funded solely by self-generated funds.

Agency Funded - resources held by the university acting as custodian or fiscal agent. The resources are deposited with the university for safekeeping, to be used or withdrawn by the depositor at will. The funds may be held on behalf of staff, faculty, student organizations, or other third party.

Grants/Projects - These are restricted funds received from external agencies including state, federal, or local governments.