

UNIVERSITY CATERING POLICY

Eagle Dining, July 2016

Aramark or “Eagle Dining”, by contract, has exclusive rights to provide the University with meals, including a la carte items and non-alcoholic beverages. Eagle Dining shall provide catering services for all events located on the Hattiesburg campus as Eagle Dining serves the University in hosting business meal functions, and entertainment for guests and students of the University. All on-campus events and departments shall use [Southern Miss Catering](#) for their catering needs. University departments located on the Hattiesburg campus cannot use University funds to purchase food from off-campus vendors for events held on campus. However, Eagle Dining permits all registered student organizations and departments to bring in snack food and beverages not totaling more than \$125, to organizational and departmental meetings. For a list of approved snack items, please reference the University Snack Policy located on the Southern Miss Procurement and Contract Services website. Departments shall either access [Southern Miss Catering](#) or call 601-266-5552 to schedule a catered event. The department must enter their respective budget authority’s email address in the secondary email address field titled “Send information to” for each catered event. It is the department’s responsibility to reconcile catering charges on their Monthly Detail Report. Real-time catering event reports are available upon request through Southern Miss Catering. Departments shall adhere to the University’s policies and procedures for guidance on proper use of University funds.

Purpose:

This policy is required for the effective communication of University policies regarding catering services. Catering charges are tracked by Eagle Dining in conjunction with Procurement & Contract Services and USM’s Office of Internal Audit. Eagle Dining shall provide the University, through Procurement & Contract Services, an event transaction report on a monthly basis in order to ensure compliance of University Policies and Procedures.

It is the department’s responsibility to keep adequate record keeping for their catering charges, and to be aware of any additional booking requirements as noted by Eagle Dining/Southern Miss Catering. Catering charges should be used as outlined above and according to the Hospitality policy at:

<http://www.usm.edu/procurement-contract-services>

Documents must be made available to Procurement and Contract Services or to the Office of Internal Audit as requested. Departments that misuse funds may lose their buying privileges and/or face disciplinary action. This policy is not all-inclusive, nor does it address every situation that may arise. The intent is to assist in preventing common mistakes. It is the responsibility of the respective department to check the Southern Miss Procurement and Contract Services website for updates to policies.