UNIVERSITY CATERING POLICY

Policy Statement

Aramark or “Eagle Dining,” by contract, has exclusive rights to provide the university with meals, including a la carte items and non-alcoholic beverages.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding university catering.

Who Needs to Know This Policy

All members of The University of Southern Mississippi community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-adma-pur-008

Definitions

Policy/Procedures

Eagle Dining shall provide catering services for all events located on the Hattiesburg and Gulf Park campuses. 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 Eagle Dining for their catering needs. University departments located on the Hattiesburg and Gulf Park campuses cannot use department funds for off-campus food purchases while on or off campus. However, Eagle Dining permits all registered student organizations and

Responsible University Administrator: Vice President of Finance and Administration
Responsible Officer: Director of Procurement and Contract Services
Origination Date: N/A
Current Revision Date: 08/13/15
Next Review Date: 02/20/17
End of Policy Date: N/A
Policy Number: ADMA-PUR-008
Status: Effective
departments to bring in snack food and beverages not totaling more than $100, to organizational and departmental meetings. For a list of approved snack items, please reference the University Snack Policy. Departments shall either access Cater Trax at http://www.southernmisscatering.com/ or call 601-266-5552 to schedule a catered event. The department must enter its 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.

Catering charges are tracked by Aramark in conjunction with the Office of Internal Audit. Aramark shall provide the university through Procurement and Contract Services with 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. Catering charges should be used as outlined above and according to the Hospitality policies at www.usm.edu/institutional-policies/policy-adma-pur-000-002 and www.usm.edu/institutional-policies/policy-adma-pur-000-003.

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.

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**Review**

The Director of Procurement and Contract Services is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

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**Forms/Instructions**

N/A

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**Appendices**

N/A

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**Related Information**

N/A
History

Amendments: Month, Day, Year – summary of changes
11/01/11: Formatted for Institutional Policies website.
02/20/13: Formatted for template. Minor editing throughout.
08/13/15: Updated to include Gulf Park Campus.
Authorization

UNIVERSITY CATERING POLICY
ADMA-PUR-008

RECOMMENDED BY:

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REVIEWED BY:

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APPROVED:

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