



Community College of Rhode Island

GUIDELINES FOR PURCHASE OF FOOD AND BEVERAGES

Policies

The State of Rhode Island's Office of Accounts and Control policy, [#A-36](#), describes appropriate "Payments for Coffee Breaks, Luncheons, Dinner, Etc." applicable to all state employees and general officers (see section 3.20).

In accordance with policy A-36, the spending of State funds for the purchase of food and beverages for consumption by State employees is limited. Please refer to the A-36 Guidelines for purchase of Food and Beverages chart for examples of allowable and non-allowable payments and reimbursements.

All payment requests must include:

1. Complete Catertrax form at <https://ccri.catertrax> . You must obtain estimated food cost for your college-related event from Dining Services. Please contact Karen Cerino (Cerino-karen@aramark.com) at Aramark for this information (401-825-1136)
2. For all catering needs \$0 to \$1,000 you will need to make a check request through the Accounts Payable Department <https://www.ccri.edu/financeandstrategy/accountspayable/> then go to FORMS and download the Check Order Request form. The Check Order Form with a copy of the invoice and Catertrax order need to be forwarded to Account Payable(accounts.payable@ccri.edu) for payment
3. Any purchase \$1,000.01 or more will require a requisition. Complete a Banner Finance Purchase Requisition using vendor ID 94188586. For guidelines and information regarding requisitions, please see [Purchasing Instructions for Banner 9](#). On line one of "Line Item" text, please provide information as follows:

Please indicate on the Catertrax the A-36 guidelines you will be applying to your event:

- a. The college function in need of Dining Services
- b. The purpose for the event, location, and date
- c. Number of Attendees
- d. A reference to the A-36 Allowable section

For example, the following boxes require an answer for approval of the event:

Department/Organization: Auxiliary Services

A 36 Policy Reference: 1.a

Food: The food served will be pizza, a vegetable platter, finger sandwiches, a fruit platter, lemonade, and small cookies.”

4. If a requisition is required please enter the same information including purpose of event
5. For additional information please visit <https://ccri.catertrax.com/#>.

Please note that this is not a new state or college policy, but rather a clarification of State policy: “In consideration of these guidelines and policies, one’s interpretation should be on a strict rather than loose, construction basis; and obviously, the objective should not be to rationalize ways and means for circumvention.”

Make yourself familiar with these procedures, as no payments or reimbursements will be processed if not in accordance with State and College policy.

Please contact the Auxiliary Office at x2159 if you have specific questions prior to committing department funds for food services.

ADVANCE NOTICE

Successful events begin with proper planning. Please be sure to allow enough time so that we can provide exactly what you need. Events should be planned as early as possible with the Catering Director.

- Breakfast, Coffee Service or Snack Breaks: [2 Business Days](#)
- Lunches & Dinners: [7 Business Days](#)
- Final Guest Counts & Guarantee: [1 Business Day up to \\$1,000](#)
[3 Business Days over \\$1,000.](#)

*Please note during this time, supply and demand for certain items are more impacted so we recommend you finalize your planning ahead of the suggested business days. *

In case of an urgent or last-minute request, please contact [Karen Cerino at \(401-486-5822\) or Cerino-karen@aramark.com](#)

GUEST COUNTS

Minimum guest numbers for a catered event is ten people. We must receive your **final guest count one business day before the event for events less than \$1,000** or you will be charged for the last guest count received. We must receive guest count **three business days before the event for events greater than \$1,000**. This allows for the approval of a requisition. In the event that you exceed your final guest count, you will be charged for the actual number of guests served.

STAFFING

Our waitstaff for served events and "hot food" are available at an additional cost. A minimum of 1 server per 25 guests will be required for served events.

- Any "hot food" (that requires a sterno) will need a waitstaff at an additional charge.
- Servers are booked for a minimum of 4 hours at \$150, with \$30 per additional hour during regular business hours.
- Chefs are booked for a minimum of 4 hours at \$150, with \$45 per additional hour during regular business hours.
- All staffing is \$200 for a minimum of 4 hours on Weekends and Holidays, with \$40 per additional hour.

LINEN

Tablecloths are included for food and beverage tables only. Non-food tables can be covered by request at an additional cost of \$12.00 per cloth. Please refer to the "Service Items" menu to order additional linen, and contact the catering department to specify special colors or for inquiries about specialty linen.

SPECIAL DIETS

Special diets are accommodated upon request, we kindly request that your needs be submitted on the online ordering form. We handle and prepare egg, milk, wheat, shellfish, fish, soy, peanut, tree nut products, and other potential allergens in our food production areas.

Due to our open kitchens that handle gluten, and other potential allergens, we cannot guarantee that any menu items made in-house are free of any potential allergen(s). We will make every effort to avoid cross-contact, if informed of the potential allergen(s) in advance.

Special diets are accommodated upon request, we kindly request that your needs be submitted as soon as possible.

FLOWERS

Custom floral arrangements and centerpieces are available from a 3rd party vendor and are charged an additional rate. Please contact the catering department to decide no later than 5 business days prior to your event.

LOST OR DAMAGED EQUIPMENT

If equipment is damaged or missing upon pick-up of your event, a replacement cost will be added to your final bill.

RENTED EQUIPMENT

Rentals are available from a 3rd party vendor and are charged an additional rate. Please contact the catering department to decide no later than 5 business days prior to your event.

EQUIPMENT RENTAL

If available, College departments and students may borrow equipment for events related to campus activities. Groups must sign out and accept financial responsibility for all equipment loaned.

ROOM BOOKING

Please reserve your rooms PRIOR to ordering

BILLING

Invoices incurred for catering events are due within 7 days of receipt of the invoice. Outside groups may be asked to pay 50% of the bill prior to the event with the balance due immediately after the event. All non-tax-exempt groups will be charged Rhode Island sales tax.

CANCELLATIONS

Notification of cancellation of an event is required two (2) business days prior to the event. If the cancellation occurs after this time, any unrecoverable costs incurred while preparing for the event will be charged. Cancellations left on voicemail will not be accepted.