

## CATERING COST APPROVALS

Background: Prior to adopting the catering cost approval procedures in 2000, the Health Center spent approximately \$400,000 per year for catering services provided by Sodexo. This amount did not include off-site events for which food is purchased privately for later reimbursement. Catering costs ranged from \$10 for a small coffee service up to \$23,000 for a major special event. Following adoption of the catering cost approval procedures annual catering costs were reduced to \$250,000 a year.

In the last two years, catering costs have begun to rise and this year is running 25% ahead of FY04 which exceeded \$300,000.

Please review the catering cost approval procedures outlined below.

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Catering cost services can be broadly divided into two categories: (1) Standing Meeting or (2) Special Event.

### **Effective immediately, the new procedure is as follows:**

Standing Meetings are defined as departmental, executive or committee meetings which occur on a regularly scheduled basis (e.g., weekly, monthly, and quarterly). For Standing Meetings, the procedures are:

- Use of institutional funds for food/beverage is not allowed.
- Any request for an exception to this policy must be forwarded to the appropriate senior executive designee for prior approval. The exception request must provide a business rationale and projected cost. The senior executive designees are:

JDH – Tony Borda / Ellen Leone

UMG – Chris Dugger / Marie Whalen

SOM – Dave Gillon

SODM – Jim Mastriani

Central Administration – Susan Whetstone / Dan Upton

Special Events, including those involving external groups, are defined as either an annual event (e.g., Dempsey Day, House Staff Orientation, and Graduation) or a random event (e.g., Major Recruitment, Farewell Reception, Symposia). For many special events, the provision of food/beverage is appropriate. However, we need to reduce the cost of these events. For Special Events, the new procedure is that:

- All events must be pre-approved by the appropriate senior executive designee.

This procedure applies to all off-site events where food is purchased privately for later reimbursement. Requests should be forwarded to the senior executive designee via e-mail. Food Services will be instructed to provide catering only upon receipt of e-mail approval. This procedure is posted on the Administrative Services (Food and Nutrition) web page of the UCHC website. Questions regarding this procedure should be directed to Anthony Borda, Clinical Administration, x2392.

Susan Whetstone  
Chief Administrative Officer