



Catering Guidelines

PURPOSE

The purpose of this procedural guideline is to provide direction regarding purchasing food and beverages for Nevada State (NS) uses and/or events.

REASON FOR GUIDELINES

NS Dining Services, currently contracted with Chartwells, is the preferred provider for all food and beverage needs for the NS campus community. This document provides guidance on the expectations and obligations of working with NS Dining Services to place food and beverage orders that meet the needs of our university as well as numerous safety, legal, and licensure requirements.

GUIDELINE SPECIFICS

- **On-Campus Food and Beverage Requests**
 - NS Dining Services recommends requests for food and beverage orders be made a minimum of two weeks in advance.
 - Effective Fall 2023, Catertrax as the preferred ordering system for catering orders.
 - NS Dining Services is available for questions, order assistance, etc. at 702-992-2700 or diningservices@nsc.edu.
 - Food and beverage orders for events outside of normal operating hours may be subject to additional personnel cost.

- **Payments**
 - NS is obligated to pay our contracted vendor within 30 days of the invoice date.
 - Departments receive invoices within 3 business days following an event and are responsible for promptly submitting Supplier Invoice Requests (SIRs), with appropriate backup documentation (e.g., hosting form, flyer).

- Departments should ensure SIRs are submitted with sufficient time to accommodate additional Workday approvals and processing, which typically take approximately two weeks, all within the 30 day obligation period.
- Given the aforementioned parameters, Departments should submit invoices no later than 10 business days after date of invoice.
- NS Dining Services reserves the right to temporarily suspend acceptance of future orders from Departments who are past due on payments.
- **Small Volume Food and Beverage Requests**
 - A Department that is current with all NS Dining Services invoices has the option to purchase food and beverages totaling \$250 or less (including any additional charges such as taxes, gratuities, delivery fees, etc.) from off-campus vendors using a NS PCard.
 - All NS Purchasing and PCard Guidelines must be followed.
- **Outside Caterers**
 - NS Dining Services partners with Outside Caterers to provide additional food and beverage options to the campus community.
 - Departments wishing to utilize Outside Caterers should work with NS Dining Services to finalize requests and billing information at least two weeks prior to the event.
 - Gratuities, credit card, and/or processing fees for Outside Caterers will be included in per person event pricing.
 - To meet Purchasing requirements, only Outside Caterers with existing agreements in place with NS Dining Services are eligible for on campus events.
 - NS Dining Services will charge a 5% service fee up to a maximum of \$100 for payment processing and billing for Outside Caterers. A credit card processing fee of 3.5% may also be applied, depending upon the Chartwells agreement with the Outside Caterer.
- **Student Organizations**
 - Nevada State Student Alliance (NSSA) and Student Organizations that are current in paying Chartwells invoices are eligible for a 10% discount on catering items from Chartwells.
 - Finance and Business Operations maintains a list of approved accounts that are eligible for the 10% discount.
- **Mobile Food Vendors**
 - Mobile Food Vendors (i.e., food trucks) are subject to additional guidelines, safety requirements, and approvals.
 - Refer to the [Mobile Food Vendor Information and Application](#) for additional information.
 - Dining Services will assess a 5% service fee up to a maximum of \$100 for payment processing and billing for all Mobile Food Vendors, which will be billed to the campus department directly from NS Dining Services.
- **Alcohol**
 - NS Dining Services holds the Alcohol/Liquor (including Beer/Wine) License for NS.

- Any events wishing to serve alcohol require prior approval by the President, per Title 4, Chapter 1, Section 10 of the Nevada System of Higher Education Handbook.
- Departments wishing to provide alcohol at their event should work with NS Events team to secure additional approvals at least one month in advance.

FORMS/RELATED INFORMATION

- 1) [Host Explanation Form](#)
- 2) [Non-Host Food Purchase Approval Form](#)
- 3) [Mobile Food Vendor Process](#)
- 4) [Mobile Food Vendor Information and Application](#)
- 5) [Risk Management and Insurance Requirements](#)
- 6) [READ ME: Supplier Invoice Request \(SIR\) Chartwell Dining](#)
- 7) [Purchasing and Procurement \(PCard\) User Manual](#)
- 8) [Purchasing Quick Reference Guide](#)
- 9) NSHE Handbook, <https://nshe.nevada.edu/wp-content/uploads/file/BoardOfRegents/Handbook/COMPLETEHANDBOOKREV303.pdf>

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Dining Services	Catering Manager/ Director	(702) 992-2700	diningservices@nevadastate.edu
FBO	Director of Operations and Strategic Planning	(702) 992-2311	fbo@nevadastate.edu
Events	Events Team	(702) 992-2360	events@nevadastate.edu
