

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CAMPUS CATERING POLICY

Number	03.02.12
Division	Student Affairs - Dining Services
Date	May 2017; reviewed/revised October 1, 2024
Purpose	To provide guidelines when requesting on-campus catering services with Campus Dining Services.
Policy	Campus Dining Services is the preferred vendor for on-campus events. When utilizing UAH funds, all departments will receive a discount from Dining Services for the food portion of their catering order.

Before an outside vendor can be used, Campus Dining must be afforded the first opportunity to provide catering services in the following buildings:

- Conference Training Center
- Charger Union
- Charger Village Food Court
- Student Services Building Room 112 and lobby

Procedure for ordering:

- All orders must be booked through uah.catertrax.com.
- Individuals will create a personal account to create and track orders.
- The following payment methods can be used:
 - UAH P-card
 - UAH Foundation check
 - Personal account
- It is the responsibility of the department representative placing the order to:
 - understand what UAH funding source can be used for catering services.
 - request tax not be applied to their order(s).
 - maintain their digital wallet on their account and ensure the correct payment method is utilized for each order.
- Payment must be secured three days prior to the event by assigning a P-card in the account holder's digital wallet.
- Once the event is executed, the card on file will be charged for payment of the services provided

Review

The Vice President for Student Affairs is responsible for the review of this policy every five (5) years (or whenever circumstances require).