

Food Service for Events on Campus

To ensure that food sales or service does not conflict with existing university food contracts and meets health and safety regulations, Viking Food Co. is the exclusive catering provider for events held on campus. Catering and food service details can be found at Viking Food Co.'s website, <https://vikingfoodco.campusdish.com/>

There are instructions included on the Viking Food Co. website to request catering services other than Viking Food Co.

All Viking Food Co. timelines must be followed for requests to be considered.

NOTE: RSO needing to increase catering orders from what was originally submitted must notify the Budget Officer immediately at studentorgfinance@csuohio.edu to ensure the organization has enough funds to cover the increased cost.

Food & Catering Ordering Instructions

Use the guide below to find out which vendors the group can use depending on how much the group is going to spend.

Total Cost

CSU Policy Highlights

Up to \$75: No restrictions

\$76 to \$299: Viking Food Co. Catering or an approved off-campus catering vendor.

\$300 to \$749: Viking Food Co. Catering service or Rascal House Pizza

\$750 and above: Viking Food Co. Catering

Once the group determines which catering vendor they will use, they will need to obtain a quote from the vendor. To receive quotes from specific vendors and complete the payment transaction see instructions below:

Viking Food Co. Catering:

Step 1: Place your order on the catering website. (The Viking Food Co. Catering menu and pricing is available at <https://csuohio.catertrax.com>)

Step 2: Submit VikesConnect Purchase Request (Payment) upload a catering confirmation email with order details and total amount. After approval, the Budget Officer will let the Catering Department know the group has sufficient funds to proceed with the order.

How to Create an Account on Catertrax

Step 1: On the top of the Home page, locate the Customer Login Box. Click on the link, next to “Need an Account?” You will need to enter the requested information on the Account Creation Form. When you are finished, click “Continue”

Step 2: To begin the ordering process, click on “Create New Order.”

On future visits, you will log into your account from the home page using your last name and password.

Rascal House:

Step 1: Check out the [Rascal House menu](#) and fill out the [Rascal House order form](#)

Step 2: Submit VikesConnect Purchase Request (Payment) – After approval, the Budget Officer will submit the order through MagnusMart to receive a Purchase Order (PO#)

Step 3: Once the PO# is generated the Budget Officer gives the number to the group to call in the order and give to Rascal House.

Step 4: After the order is received the group will need to submit the final receipt for the Budget Officer to finalize payment.

Approved Off-Campus Catering Vendors:

Step 1: Call the vendor and ask for a quote. You can let them know that you will be submitting it for a purchase order from CSU.

Step 2: Submit VikesConnect Purchase Request (Payment) – After approval, the Budget Officer will submit the order through MagnusMart to receive a Purchase Order (PO#)

Step 3: Once the PO# is generated the Budget Officer gives the number to the group to call in the order and give to the vendor.

Step 4: After the order is received the group will need to submit the final receipt for the

Budget Officer to finalize payment.

- *Non-approved vendor: If the RSO cannot use Viking Food Co. Catering, Rascal House, or an approved off-campus catering vendor, the group will need to complete the **Catering waiver request form** and the Catering Department will need to review and sign prior to the event.*

Step 1: Call the vendor and ask for the following: You can let them know that you will be submitting it for a purchase order from CSU.

- Quote,
- Vendor W-9,
- Proof of a Food Service Operations License issued by either the City of Cleveland or by the jurisdiction in which the business operates.
- Proof of a certificate of commercial general liability insurance in limits of not less than \$1 million dollars. CSU must be shown as an additional insured on this certificate.

Step 2: Fill out the **Catering Waiver Request Form**. Take all the above documents to the Catering Department to see if they will approve the waiver.

Step 3: Submit VikesConnect Purchase Request (Payment) – including the Quote, W-9, and Catering Waiver. After approval, the Budget Officer will submit the order through MagnusMart to receive a Purchase Order (PO#)

Step 4: Once the PO# is generated the Budget Officer gives the number to the group to call in the order and give to the vendor.

Step 5: After the order is received the group will need to submit the final receipt for the Budget Officer to finalize payment.

Groups seeking reimbursement for Food or Catering must also follow the Catering policies according to the amount spent. Follow the steps in the “Reimbursement” section of this manual.