



CALIFORNIA STATE UNIVERSITY
FULLERTON

**OFF CAMPUS CATERER
REQUEST FORM**

This form is required for University departments and student clubs and organizations interested in utilizing a pre-approved off campus caterer* for events for which the anticipated number of guests to be served food and beverages will exceed 250 or the food/beverage cost will exceed \$5,000.

Campus departments and student clubs and organizations interested in working with one or more pre-approved off-campus caterers to develop a menu and obtain a price quote for an event meeting the threshold above are also required to receive a quote from OC Choice-Campus Catering for a comparable menu and services. After reviewing quotes, including the quote received from OC Choice-Campus Catering, the decision as to which caterer to utilize will ultimately be determined by the campus department, student club, or organization.

All information is required. Please type or print clearly.

Name of Department/Organization: _____

Name of Event: _____ Location of Event: _____

Date of Event: _____ Time of Event: _____

Number of Guests To Be Served Food and Beverages: _____

Anticipated Food/Beverage Cost (Budget): _____

Department Information

Name of Contact Person: _____ Phone Number: _____

Title/Position: _____

Name of Appropriate Administrator: _____

Signature of Appropriate Administrator: _____ Date: _____

OC Choice-Campus Catering must receive this form and have an opportunity to provide a quote for an event before a contract with an outside caterer has been executed. Please allow approximately 3 working days for OC Choice-Campus Catering to provide a quote.

For OC Choice-Campus Catering Use Only

Catering Manager Name: _____

Catering Manager Signature: _____ Date: _____

A completed copy of this form, including the signature of an OC Choice-Catering Manager, must be submitted to the University building/facility owner before an off campus caterer may be utilized.

Immediately following the event, a completed copy of this form along with quotes from off campus caterers and OC Choice-Campus Catering must be submitted to the Office of the Associate Vice President for Administration and Finance - LH 802.

**A list of pre-approved caterers is available via <http://vpadmin.fullerton.edu/AuxiliaryService/>*