

APPROVAL PROCESS FOR SODEXO-CATERED EVENTS

Effective April 8, 2012, all Sodexo-catered events will require an approved Hospitality Request Form when entering into a catering contract. The step-by-step process is detailed below:

Step 1: Department contacts Sodexo to cater an event and works out the details of the services provided.

Step 2: Sodexo sends the department a contract for approval.

Step 3: Department emails the approved contract (including order form) and a completed Hospitality Request Form to the Budget Coordinator in the Office of the Controller. The three forms must be **emailed** to billie.dill@indstate.edu with "Hospitality Approval" as the subject line.

Step 4: The Budget Coordinator will review the Hospitality Request Form and Sodexo contract to ensure the event meets the Hospitality Policy and Purchasing guidelines.

- a. **Meets Policy Guidelines:** Budget Coordinator approves Hospitality Request Form and forwards the form and the contract to Sodexo for processing and copies the department on the approval.
- b. **Does Not Meet Policy Guidelines:** Budget Coordinator denies Hospitality Request Form and returns form to department with explanation regarding why it did not meet Hospitality Policy and/or Purchasing guidelines.

Important Links:

[Hospitality Policy](#)

[Hospitality Policy Request Form](#)

[Purchasing Policies & Guidelines](#)

For questions regarding the approval process or the Hospitality Policy, please contact:

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