

## CATERING COST APPROVALS

Catering cost services can be broadly divided into two categories: (1) Standing Meeting or (2) Special Event.

Standing Meetings are defined as departmental, executive or committee meeting which occur on a regularly schedule basis (e.g., weekly, monthly, and quarterly). For Standing Meetings, the procedures are:

- Use of institutional funds for food/beverage is not allowed.
- Any request for an exception to this policy must be forwarded to the appropriate senior executive designee for prior approval. The exception request must provide a business rationale and projected cost. The senior executive designees are:

JDH - Anne Diamond/Dr. Mike Summerer/Ellen Leone/Ann Marie Capo

UMG - Amanda Hopkins Tirrell/Gail Johnson

SOM - Mark Siraco/Donna McKenty

SODM - John Brigada

Central Administration - Carolle Andrews/John Biancamano

Special Events, including those involving external groups, are defined as either an annual event (e.g., Major Recruitment, Farewell Reception, Symposia). For many special events, the provision of food/beverage is appropriate. However, we need to reduce the cost of these events. For Special Events, the new procedure is that:

- All events must be pre-approved by the appropriate senior executive designee.

This procedure applies to all off-site events where food is purchased privately for later reimbursement. Requests should be forwarded to the senior executive designee via email. Food Services will be instructed to provide catering only upon receipt of email approval. This procedure is posted on the Administrative Service (Food and Nutrition) web page of the UConn Health Center website.