



## Campus Catering Procedure

USG Procedure | Approved December 2022

### I. Purpose and Applicability

To outline how catering can be acquired on campus.

### II. Procedure

A. Beginning on January 1, 2023, and until we have an approved external catering partner, catering can be acquired in 2 ways:

1. *With Conference and Events:* When Conference and Events is involved with planning your event, you will be required to coordinate your catering needs with your assigned conference and events coordinator. They will work with you and an external catering organization to obtain your catering needs. The reasons why Conference and Events are generally involved is that the event is a campus wide event or AV and Parking are needed.
2. *Outside Vendor:* If Conference and Events does not need to be involved, you can place a catering delivery with an external provider of your choice. You may use a Travel Card or request reimbursement if the expense qualifies. Should you or the cardholder need further information on Travel Card rules and regulations, they can be found at <https://policies.umd.edu/assets/section-viii/VIII-600D.pdf>

a) Note- P-Cards are not to be used for catering orders.

B. To place an outside catering order:

1. Reserve a room or location for the delivery in [EMS Web App](#).
2. Once your reservation has been made go to Reservation Tasks > Booking Services > and add External Catering Delivery. You must select the delivery time and may add special instructions if needed.
  - a) Please also indicate in EMS Web App if a food table(s) or other set-up items are needed for your meeting or event.

3. A catering order can then be placed with an external provider of your choice. Please note that you will be responsible for arranging for the food delivery, meeting the delivery person in the selected area, and cleaning up after the meeting.
  - a) If you have any questions about using this system, please contact Erin Fernandez at: [efernan5@umd.edu](mailto:efernan5@umd.edu). A tutorial video on this process is being developed and will be shared with the campus in early January
- C. Procurement requires the cardholder to obtain the required documentation if using a Travel Card. Further information on this can be found at <https://policies.umd.edu/assets/section-viii/VIII-600D.pdf>
- D. It may be advantageous for you to utilize the external catering organizations that Conference and Events uses for larger events. These organizations are already knowledgeable of the campus and its buildings. They are:
  1. [Vland Catering](#)  
301-610-6347
  2. [Simply Fresh Events](#)  
240-685-2500

**For more information, please contact:**

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