

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Food Services - Catering Services	Effective Date: July 1, 2011	Policy Number: 02-3-001
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: ABL Management	

I. Purpose and statement of operational policy underlying the procedure.

This policy ensures that any person wanting catering service through ABL Management must follow the proper procedures in order to have a successful event.

II. Applicability/Scope

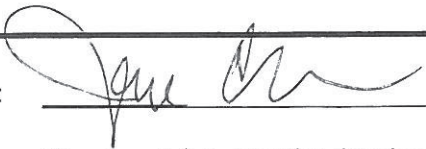
This policy applies to Internal & External Requestors of the College.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requestor	Must Contact ABL Management And complete necessary paperwork.	As early as possible
Requestor	Must have Catering requests in at least 72 hours prior to hosting an event.	72 hours prior to event.
Requestor	Must provide ABL with a P.O. two business days prior to hosting their event.	2 Business Days prior to event.
ABL Management	Will check availability for catering services.	
ABL Management	Will prepare and set up catering services requested.	

IV. Related policies/References for more information

Administrative Services Policy Manual.

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	