

Use this checklist **before** you make a catering purchase to determine what you need to do to comply with the [University's Catering Policy](#).

**Before you make a purchase:**

1. Will I be using state funds\*?
  - If yes, proceed to question 2. If no, TU's catering policy does not apply.
2. Will my event be held on-campus?
  - If yes, proceed to question 3. If no, proceed to question 5.
3. Will my event be over \$100?
  - If yes, proceed to question 4.
4. Will I be using a vendor other than the approved University Dining Services?
  - If yes, you will need a [Food Waiver](#) approved by University Dining vendor **prior** to bringing outside food onto campus.
  - A food waiver is **not** required if your event will be held off-campus, or the cost is under \$100, or University Dining is being used.
5. Will my event have only TU employees?
  - If yes, the [Food Service/Catering Exception Authorization Form](#) is required. If no, proceed to question 6.
  - Please refer to the policy for the required approval based on the estimated cost of the event.
6. Will my event be a minimum of 4 hours?
  - If yes, the allowable cost will be the full USM lunch allowance.
  - Note: The meal rates are subject to change each fiscal year. Please visit [TU's Travel Planning & Resources](#) site for the most current rate.
7. Will my event be a minimum of 2 hours, but less than 4 hours?
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\*State funds include state-supported, self-supported, and \*