



RIT Procurement Services
475-2107

[http://www.rit.edu/fa/procurement/
purchase@rit.edu](http://www.rit.edu/fa/procurement/purchase@rit.edu)

Request for Catering Services Updated Procedure

Procurement Services (PSO), working together with Dining Services, is implementing a new procedure for procuring catering services. It is designed to permit departments to act independently while leveraging the university's resources to obtain catering services for on-campus and off-campus events, creating a safe dining experience of the highest quality and value.

1. **RIT First** – This initiative requires that RIT Catering be given right of first refusal for catering needs on campus. If RIT Catering is unable to fulfill your catering request, they will provide you with a notification advising you that they have declined the service.
2. **Approved caterers** – A list of approved caterers that have been fully vetted by PSO is located on the PSO website: [Commodity Categories and Contacts](#). To request outside catering services, email the following information to Purchase@RIT.edu 10 days prior to the event:
 - ✓ Attachment A from the caterer – a Banquet Event Order from the caterer will generally be acceptable
 - ✓ Attach the notification from RIT Catering that they declined the service
3. **Non-approved caterers** – Review and complete information found in the [External Catering Toolkit](#) including required contract, permits, insurance, tax and supplier info. This will facilitate the review and approval by PSO. Include the declination of service notification from RIT Catering.

The Center for Disease Control and Prevention (CDC) estimates that roughly 128,000 people are hospitalized due to foodborne illness each year. Using fully-vetted, approved caterers for all events helps to ensure that members and guests of the RIT community are not a part of that statistic.

If you have any questions or concerns about the new process, contact Tim Dailey, Strategic Sourcing Specialist, Dining Services, at tadpur@rit.edu or 475-2817.

