



COLLEGE OF HEALTH SCIENCE
CATERING PROCEDURES AND GUIDELINES

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|---------------------------------------------------------|------------------------------------|---------------|
| Name of policy: | Catering Procedures and Guidelines | |
| Originator/Author: <i>(name and position)</i> | College Finance : Procurement | |
| Custodian: <i>(position/office)</i> | College Finance | |
| Structures Consulted and Approved Guideline | PSF | February 2017 |
| | DVC | June 2017 |
| Effective date: | July 2017 | |
| Review date: | June 2018 | |
| Implementation responsibility: | School Managers and College Office | |

1. PREAMBLE

The catering guidelines has been designed to standardize the process, ensure quality, support healthy lifestyles and demonstrate stewardship by controlling the costs incurred by the College of Health Sciences for food provided at essential meetings/work related functions. The guidelines are applicable to all events within the College of Health Sciences irrespective of the source of funding of the event. In all cases, the procurement of food/catering services must be an approved expense, subject to the University Financial Regulations and Procurement policies.

2. OBJECTIVES

- To regulate and control expenditure in relation to catering;
- To regulate instances and events where catering should be provided;
- To indicate what meetings are allowed to have catering;
- To indicate what other gatherings are allowed to have catering; and
- To indicate what type of catering is allowed.
- To ensure College/Schools events are professionally coordinated.

3. INSTANCES/EVENTS WHERE CATERING MAY BE PROVIDED

Approval of all of the following is at the discretion of the Director/Manager:

- College/School meetings of the official governing bodies within the College/School
- Official Academic/Discipline meetings
- Clinical Examinations
- Conferences/Updates/Workshops/Seminars
- Strategic Planning events
- Team Building events
- Any other meeting /function approved by the Director/Manager
- Public Lectures/VIP Guests/International delegations

4. TYPE OF CATERING/WHAT MAY BE PROVIDED

- Tea:
- will only be provided by an approved caterer if an event is more than 2 hours
- will consist of tea and coffee with biscuits **or** muffin **or** scone
- Where catering services are not utilized or the event is under 2 hours, the section hosting the event may provide tea, coffee and biscuits from available supply within the school.
- Lunch:
- Half day meetings equivalent to or more than four hours will be served with fresh fruit juice and sandwiches
- Full day meetings will be served with;
 - a) mid-morning tea as per above.
 - b) Lunch i.e a choice of a hot meal **or** finger snacks

N.B: Changing of meeting times to suit catering needs will not be tolerated. All invoices must be uploaded for payment together with the meeting attendance register.

The College of Health Sciences Finance Offices has liaised with caterers on the supplier database to provide meals at negotiated rates. These caterers are referred to as the

“preferred” caterer and need to be utilized taking into consideration the number of attendees and event on a rotational basis. Copies of the negotiated quotes can be obtained from College Finance.

Benefits of using “preferred” caterer include:

- discounted standard pricing
- Terms and conditions are already negotiated
- No need to provide additional quotes

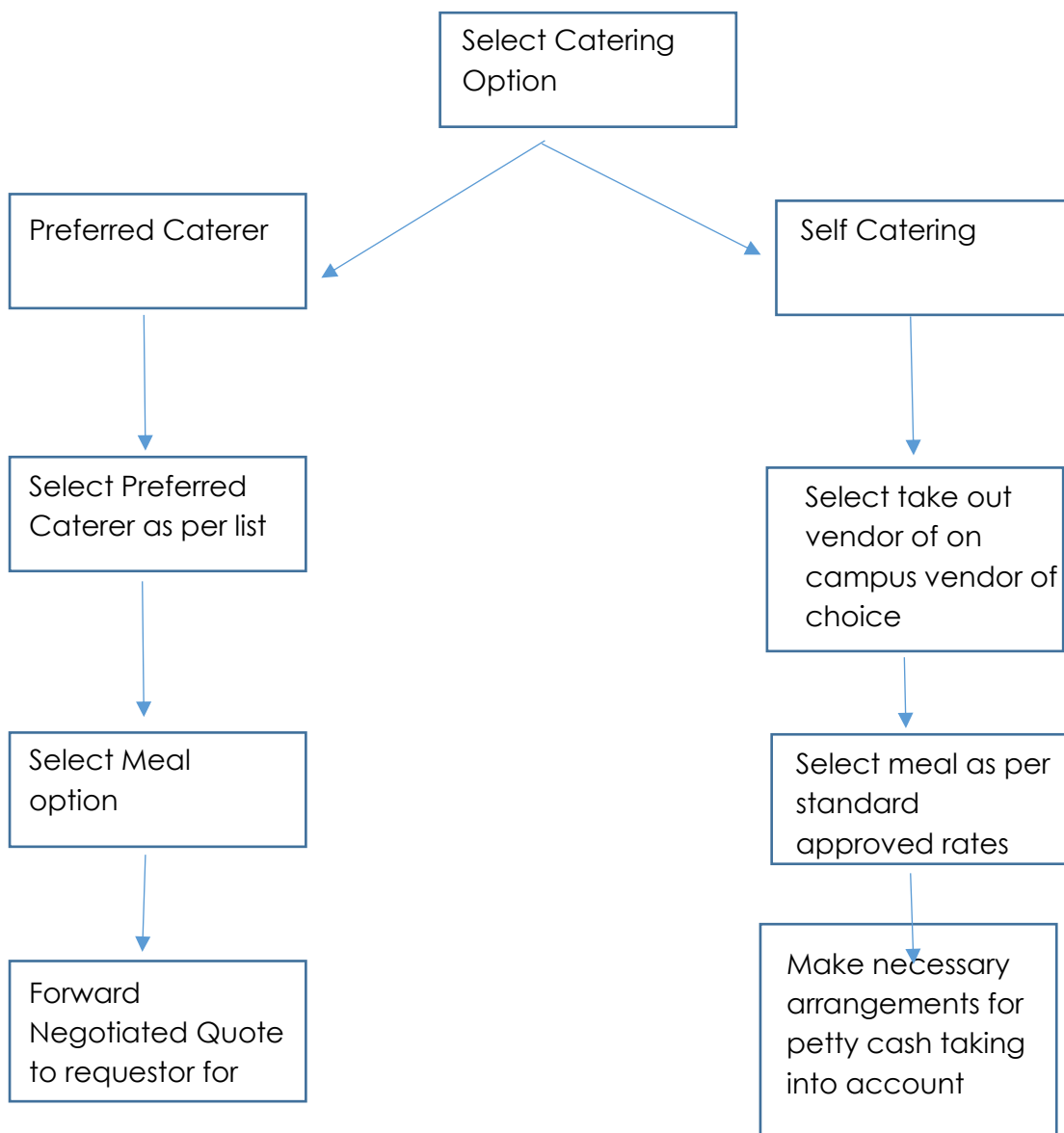
| PREFERRED CATERER | CONTACT DETAILS | ADDITIONAL TO NEGOTIATED RATE |
|---------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1. Exotic Food Caterer | Waseem 082 786 2732 efcaterers@gmail.com | Halaal. |
| 2. Magic Pan | Ashleigh 031 332 1218 0832866341 ashleigh@magicpan.co.za | Delivery charge R170 |
| 3. Catering Supreme | | Delivery charge dependent on meal option |
| 4. Flavours | | |
| 5. Panish | Panish Panish108@gmail.com | Delivery - R200 / waitron charges applicable on numbers less than 30 |
| 6. Gravy Bowl | gravybowl@gmail.com TEL: 083 650 5544 | Delivery charge R200 – prices valid for more than 15 persons only |
| 7. Jayd | info@jaydmarketing.co.za Tel: 031 332 1686 | |
| 8. Taste Bud Snacks | snacksc@gmail.com 031 404 7607 | |
| 9. Wooden Spoons Catering | Catering1@highwayfunctionhire.co.za 031 708 110 | PMB and DBN |
| 10. Tamleigh | tamleighcatering@gmail.com Tel: 033 326 1700 | PMB Only |

Standard Approved Rates:

- **Tea and Coffee (inclusive of small snack) - R 15 per person (excl. vat)**
- **Lunch (Inclusive of all except delivery) - R 80 per person (excl. vat)**
- **Sandwiches - R 25 per person (excl. vat)**

5. PROCESS TO BE FOLLOWED

- Requests for all catered events must be submitted at least seven days in advance on the relevant School form (online / hard copy) and accompanied by the preferred supplier quote issued by College Procurement. No form required for the College office.
- The request must clearly state the event being catered for, the date of event and number of people being catered for.
- Once the event has been catered for, please submit the invoice to the appropriate Finance Officer for capturing.



11. Rules

- Only in exceptional circumstances should meetings be held over lunch-time.
- If less than 10 people, an application must be made to the College/School for the use of petty cash instead of obtaining quotes from caterers.
- Quantities provided to the caterers are the responsibility of the individual ordering and based upon the number of planned attendees including presenters, vendors and guests at the scheduled event time.
- Only those attending the event may be catered for – no budgeting for “extras” and “seconds”.
- No Catering is to be processed without an order number.
- Any deviation to the policy or standard approved rates will require the DVC's approval.
- Suppliers must be used on rotational basis.
- There is no need for acquiring additional quotes if the order exceeds R15 000.
- Supplier/ customer relationship must be professionally maintained and free lunches are prohibited.
- Positive or Negative Feedback must be submitted in writing to CHS Finance office within 48 hours of the incident.
- Catering is only permissible for exams were exam extend over an entire day.
- Entertaining of VIP guests must be coordinated together with College Public Relations Manager, Maryann Francis.