Catering Appeals Process for RSOs

1. Catering Appeal Process
   a. Obtain two quotes one from Sodexo and one from the alternative vendor from which you wish to use
      1. Quotes need to be itemized and must have a final total
      2. Quotes need to be typed and printed for more legible understanding
   b. Speak with your advisor to get support on the catering appeal and event
      1. Advisor needs to sign off on the quotes showing their support for the appeal
   c. If funds are needed, the formal process to obtain funds for RSOs will need to be followed
   d. Once funds have been allocated and advisor has approved the appeal, a meeting can then be set up with Dr. Lewis through his administrative assistant
      1. When meeting with Dr. Lewis the following information is needed:
         i. Quotes from both Sodexo and the alternative vendor with advisor approval
         ii. Affirmation that at least 40 people will be attending the event
         iii. Be prepared to answer any question Dr. Lewis may have regarding your event and this appeal
      2. After meeting with Dr. Lewis your appeal will either be approved or denied
         1. If denied, another appeal may not be made for this particular event. However, an appeal needs to be made for every event in which alternative catering is requested
         2. If approved, RSO may move forward with event using outside catering