**APPROVAL PROCESS FOR SODEXO-CATERED EVENTS**

Effective April 8, 2012, all Sodexo-catered events will require an approved Hospitality Request Form when entering into a catering contract. The step-by-step process is detailed below:

**Step 1**: Department contacts Sodexo to cater an event and works out the details of the services provided.

**Step 2**: Sodexo sends the department a contract for approval.

**Step 3**: Department emails the approved contract (including order form) and a completed Hospitality Request Form to the Budget Coordinator in the Office of the Controller. The two forms must be **emailed** to billie.dill@indstate.edu with “Hospitality Approval” as the subject line.

**Step 4**: The Budget Coordinator will review the Hospitality Request Form and Sodexo contract to ensure the event meets the Hospitality Policy and Purchasing guidelines.

1. **Meets Policy Guidelines**: Budget Coordinator approves Hospitality Request Form and forwards the form and the contract to Sodexo for processing and copies the department on the approval.
2. **Does Not Meet Policy Guidelines**: Budget Coordinator denies Hospitality Request Form and returns form to department with explanation regarding why it did not meet Hospitality Policy and/or Purchasing guidelines.

Important Links:

[Hospitality Policy](http://www2.indstate.edu/controller/docs/Hospitality%20and%20Entertainment%20Policy.pdf)

[Hospitality Policy Request Form](http://www2.indstate.edu/controller/docs/Hospitality%20Request%20Form.pdf)

[Purchasing Policies & Guidelines](http://www2.indstate.edu/purchasing/InformationAndDirection/PurchasingGuidelines.htm)

For questions regarding the approval process or the Hospitality Policy, please contact:

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