



USD Faculty and Staff How to Place a Catering Order

1. Review the catering menu online: MeetAtUSD.com/Catering > menu
2. Place an 'internal order request' via our web page
3. If you have any questions, contact USD Catering:

Phone: (619) 260-8811
Fax: (619) 260-7476
Email: usdcatering@sandiego.edu
Office: University Center 280, level 2
Office Hours: Monday to Friday, 8 a.m. - 5 p.m.

CATERING SERVICES

USD Catering is the university's official, exclusive, caterer. Allow our award-winning team of event planners and culinary staff help you to create a fantastic event. We will work with you to meet your event needs and budget.

Getting Your Event Catered

If you need an event space, reserve it first via the USD Event Scheduling System webpage, you may then place your order through USD Catering. Please place your order a minimum of 10 business days prior to the event.

Before Contacting USD Catering

The following is a list of things to consider before contacting USD Catering:

- Who is the main contact person for the event?
- Number of people to be served.
- Type of food you are interested in offering.
- Who is paying for the event? Do you have a POETS Budget Code?
- Will you need linens, flowers, or other decorations?
- Will alcohol be served? If so, please review the University alcohol procedures via the catering page of our website.

Using an Outside Vendor

You may not bring in any outside vendors or food to campus without prior permission. Any approved licensed food vendor order must be *under* \$300 in total. Food cannot be raw, unprocessed, or require refrigeration or heating to maintain proper food safety requirements. Any bottled/canned beverages, supplied or purchased, must be Coca-Cola products. All events that will have food that *exceed* \$300 must utilize USD Catering services. You must seek approval for an outsider vendor a minimum of 10 business days in advance of your event. Specific health permits and other documentation are also required to be provided by the vendor. For approval, visit: sandiego.edu/aux > About Us > Vendors, or contact: Carol Norman, Director, USD Dining, norman@sandiego.edu