



UNIVERSITY OF MASSACHUSETTS  
AMHERST

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To: Deans, Directors, Department Heads  
From: James Sheehan, Vice Chancellor for Administration & Finance  
Date: June 21, 2013  
RE: Campus Catering Policy

Below is a clarified catering policy for the campus community, as approved by the Campus Leadership Council.

The catering policy is designed to provide the campus with reasonable controls to ensure services meet standards, and, as with all campus purchasing policies, ensure responsible financial stewardship of university funds. If you have any questions regarding the applicability of this policy, contact UMass catering at 577-8200. Please distribute as appropriate. Thank you.

**University of Massachusetts Amherst Catering Policy  
June, 2013**

All catered events sponsored by a campus entity are required to contact UMass Catering for catering services. If a campus entity is providing food, it may, in accordance with the University's ProCard policies and purchasing limits, use an off-campus vendor for food to be delivered, but not served.

In extenuating circumstances, when UMass Catering is unable to provide the service requested by a department, a waiver is required from the University's Department of Environmental Health and Safety. The catering department will assist in getting this waiver. Private vendors operating food carts, concessions, catering and other food service operations are prohibited from operating on campus, in accordance with the aforementioned restrictions. In instances of student experiential learning opportunities that are part of the academic curriculum, deans may submit to the Executive Director of Auxiliary Enterprises a request to waive this prohibition.

When alcohol will be served, the event must be catered by UMass Catering and also adhere to the University's alcohol serving policies.

The purpose of this policy is to provide the campus with reasonable controls to ensure services meet standards, and, as with all campus purchasing policies, ensure responsible financial stewardship of university funds.

Any questions regarding this policy should be directed to the Director of UMass Catering at 577-8200. To access catering services, please contact the UMass Catering Sales Office at 577-1234.