

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure
Food Service - Catering**

Subject: Food Service - Catering	Effective Date: July 1, 2013	Page 1 of 2
	Approved: Dr. Raymond Gonzalez	

- I. **Purpose:** To establish an established procedure for ordering beverages and/or food from the Food Service Management Company
- II. **Authority:** Business Administrator
- III. **Terms and Conditions:** This process outlines the process to order the catering requested, in accordance with existing purchasing procedures

Board of Education Purchasing Manual
Wayne Board of Education Policy #6470 – Payment of Claims
- IV. **Reporting Procedures:** Business Administrator
- V. **Approval Process:** Business Administrator
- VI. **Consequences:** Failure to follow SOP will jeopardize catering event and could result in disciplinary action if proper purchasing procedure is not followed
- VII. **Dissemination:** All Administrative and Secretarial Staff

Sodexo, the District’s food service management company, may be used to provide catering and/or refreshments for school district functions. However, there are procedures that must be followed when requesting these services. The procedures are different depending on the type of event occurring.

Events for the Board of Education, General Administration, School Administration (instructional activities such as graduation exercises), Human Resources, Business Office, Facilities, Technology, and Student Activity Accounts

Arrangements for food services for special events must be handled like any other District purchase – a purchase requisition must be prepared and approved PRIOR to the event.

The following process will be used:

1. Contact Mike Schmidt, the Food Service Manager, at Extension 2249/2250 to obtain an estimate for the event you are scheduling
2. Prepare a purchase requisition for the estimated amount using Wayne Board of Education Lunch Fund as the vendor, record the appropriate budget account, and submit it for approval
3. After the requisition has been approved and you receive the blue copy back of the purchase order, contact Mike to confirm the event and provide him with the purchase order number so he can include it on the invoice for payment
4. When the event is completed, Sodexo will submit an invoice to the Business Office for payment and will note the approved purchase order number on the invoice
5. The invoice will include the name of the contact who scheduled the event, the date of the event, and the actual costs

Events for PTO Activities and any outside groups such as the Boys & Girls Club

Arrangements for food services for these events will be handled as follows:

1. Contact Mike Schmidt as noted above to make the arrangements
2. Provide Mike Schmidt with the name of the group that will be paying for the event
3. Provide the Business Office with the information on the event and the order placed via email: nschoening@wayneschools.com
4. When the event is completed, Sodexo will submit an invoice to the group responsible to pay for the event and will provide the Business Office with a copy of the invoice so that an Accounts Receivable can be recorded in the District's financial records. Sodexo will include the full name of the group, the address, the contact name, the date of the event and the actual costs on the invoice
5. Checks from the group paying for the event will be forwarded to the Business Office for deposit

Sodexo has been advised that they are NOT to accept any arrangements for these types of events as final until they receive a purchase order number. A purchase requisition number will NOT be accepted. Therefore, please allow sufficient time to process your request. If sufficient time is not available, please use the procedure in the District Purchasing Manual for an emergency purchase.

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