

CG Public House and Catering
(formerly Country Gentleman/S & S Hospitality)

PHONE: (509) 783-0128

FAX: (509) 783-4726

<http://www.cgcatering.com>

PROCEDURES FOR ARRANGING CATERING SERVICES

Please remember that until a purchase order is issued, your arrangements are not final and no service will be provided. If your event will have multiple meals, please use one form for each meal being requested. CG requires 72 hours notice for any changes, increases or decreased in amount requested, or cancellation. Any changes increasing your purchase order must be approved by CBC Purchasing.

- 1) If the event is on campus, submit a 25LIVE request for approval, indicating catering with CG (CBC Food Service will be used). Include description of your event, along with set up requirements for tables, chairs, etc. Requests without this information may be denied: www.columbiabasin.edu/25live
- 2) Contact CG to discuss your event and obtain a quote for your catering needs. Complete the CG Catering Request Form and forward to CG. They will return the form with the signed quote for services, and a contract for approvals and signatures. CHECK YOUR CONTRACT CAREFULLY for time, date and location.
- 3) **Attach the quote to a CBC requisition**, route for appropriate signatures in your division or department. Next, send paperwork to the Business Office. Include your 25LIVE confirmation/approval. If approved, the requisition will be routed to the Purchasing Office. Note: Meetings or trainings where light refreshments or meals are provided **must have a meeting agenda attached to the requisition**, per the following SAAM regulations:
 - 70.10.40 "Agencies must document the request and approval for expenditures for coffee and/or light refreshments". (Note: CBC 25LIVE request and requisition for catering process accomplishes this).
 - 70.15.30 "Agencies must document the request and approval in advance for expenditures for meals with meetings". The documentation should provide support for the authorization, including: the names of the organizations or persons attending, and the purpose or accomplishments of the meeting. (Note: CBC 25LIVE request and requisition for catering process accomplishes this).
- 4) Purchasing will issue a purchase order and send purchase order department copy to department requesting catering services.
- 5) **CBC contact person or designee must be present at delivery site** to make contact with the CG delivery person to verify order and pick-up timeline.
- 6) After catered event, CG will invoice Accounts Payable. AP will send the invoice in an email to the requestor with the subject line *ACTION REQUIRED: INVOICE APPROVAL*. The requestor will reply all and answer the questions in the approval section of the email.

If you have questions about the Requisition/PO procedure, please call Purchasing x2549.

Questions about state and college procedures regarding Light Refreshments and Meals with Meetings can be directed to Brady Brookes, Ext. 2346. If it is your intention to ask CG to waive service (such as serving pizza from a local vendor) you still need to follow this process. To request CG to waive service, you must provide a food handler card of the person on site to serve with your 25LIVE request and requisition. CG will not waive service on any event without proof of current food handler card, and reserves the right to not waive service at all. More information about food service issues: <http://www.columbiabasin.edu/index.aspx?page=219>
Click on General information for food events link.

**CG PUBLIC HOUSE and CATERING Request Form
Columbia Basin College**

Requestor Name: _____ Email: _____

Contact Office Phone: _____ Contact ONSITE Cell Phone: _____

Location of Event: (Building/Room) _____ Number of People _____

Event Title: _____ Event Date: _____ Event Time: _____

Delivery Time: _____ EAT Time: _____

(CBC requestor must be present at delivery)

Breakfast Lunch Dinner Light Refreshments

(Please reference particular menu if selecting from CG's menu sheets)

List Menu Items	Number Served	For Country Gentleman Use Only	
		Per Cost	= \$\$ Amount
Beverages *			
Linens (additional charge)			
China (\$1.00 per person additional)			
Service Charge (15%)			
TOTALS			

For Country Gentleman Use Only	Service Charge	TAX .086	GRAND TOTAL

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Email this form to: brandy@cgcatering.com with a copy to Shirley@cgcatering.com

CG requires 72 hours notice for any changes or cancellation.

- **CBC Administration and the campus Sustainability Committee have requested that all catered events on campus arranged by CBC, the CBC Foundation, as well as all outside entities, refrain from including bottled water in their catering requests. CG can provide a water station containing ice water in place of bottled water.**
- **To request CG to waive service, you must provide a food handler card of the person on site to serve. CG will not waive service on any event without proof of current food handler card. CG reserves the right to not waive service.**