

Country Gentleman Restaurant & Catering

(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. Country Gentleman 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 Facility Use Form for approval, indicating catering with Country Gentlemen. Attach a description of your event, along with set up requirements for tables, chairs, etc. Facility Use Forms are online at:
<http://columbiabasin.edu/eforms>
- 2) Contact Country Gentleman to discuss your event and obtain a quote for your catering needs. Complete the Country Gentleman Catering Request Form and forward to Country Gentleman. 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. 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 Facilities Use form 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 Facilities Use form and Requisition for catering process accomplishes this).*
- 4) Purchasing will issue a purchase order and send P.O. receiving 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, sign and date the receiving copy of the P.O. and forward to the Business Office for payment. Country Gentleman will invoice Accounts Payable.

If you have questions about the Requisition/P.O. procedure, please call Purchasing. 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 Country Gentleman to waive service (such as serving pizza from a local vendor) you still need to follow this process. To request Country Gentleman to waive service, you must provide a food handler card of the person on site to serve. Country Gentleman will not waive service on any event without proof of current food handler card, and reserves the right to not waive service.

**Country Gentleman 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 Country Gentleman'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

Country Gentleman: <http://www.cgatering.com/> PHONE: 783-0128 FAX: 783-4726

Email this form to: Jolene@cgatering.com with a copy to Shirley@cgatering.com

Country Gentleman 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. Country Gentleman can provide a water station containing ice water in place of bottled water.**
- **To request Country Gentleman to waive service, you must provide a food handler card of the person on site to serve. Country Gentleman will not waive service on any event without proof of current food handler card. Country Gentleman reserves the right to not waive service.**