

- **What is the first step in placing a catering order?**
 - Check the Approved Caterer List Link:
<https://procurement.web.baylor.edu/purchasing/catering>

- **When can I request a new Caterer?**
 - Fall Semester**
 - Open Enrollment, June 1-30
 - Review Process, July 1-29
 - Website Update, August 1-19
 - Spring Semester**
 - Open Enrollment, October 1-31
 - Review Process, November 1-30
 - Website Update, December 1-16
 - Summer Semester**
 - Open Enrollment, March 1-31
 - Review Process, April 1-30
 - Website Update, May 1-27

- **What documents are required for a new caterer to be considered?**
 - A copy of the Certificate of Insurance. COI must not be expired. Minimum requirements can be found at: <https://www.baylor.edu/risk/index.php?id=871828>.
 - Food Establishment Permit
 - Please note that it is the responsibility of the caterer to send updated COI before the expiration date. If the updated COI is not sent prior to expiration, the caterer will not be considered an approved caterer for Baylor and will have to apply in the following semester.
 - **Please email request information to both:**
 - Risk Management - risk@baylor.edu
 - Procurement Services - procurement_services@baylor.edu

- **Who is responsible for obtaining the current COI and Food Establishment Permit?**
 - It is the Requesters responsibility to gather and ensure the documents are not expired. All documentation should be emailed to the appropriate persons.

- **How are caterers paid?**
 - When Requisition and Purchase orders are used, (our preferred method) the vendor is paid based on their vendor set-up. If ACH information is provided, the payment will be sent directly to their bank account. This is the quickest method. Otherwise, payment will be issued by Check – which can take up to two weeks since we do not print checks in-house.
 - All orders over \$2,500 must be paid through Check or ACH. No Exceptions
 - P-card can be used for orders under \$2,500.
- **Can you process an After-the-Fact-Requisition to pay for catering?**
 - No, After-the-Fact (ATF) requisitions are **not** an acceptable payment method for catering. ATF requests for catering will be denied. The requestor will be required to obtain a quote from the caterer and enter a Requisition. Once Requisition is processed Net 30 terms will apply from that date.