SODEXO FOOD AND BEVERAGES CHECKLIST

EVENT TYPE: All Except Student Clubs and Events Funded by Participant Fees

**Required:**

____ Food and Beverage Authorization Form

____ Event Contract Number Referenced

____ Department Information block filled out, including correct/fund/org to be charged

____ Block checked for type of function

____ Description / Purpose of Event

____ Estimated number of attendees

____ Signature of Approving Officials for Fund/Org

____ Signature of Senior Approving Official (use OSP for sponsored research projects)

____ List of Attendees

____ Signed Event Contract

____ Cost per person within maximum amount (please see table below)

**Not Required:**

eVA Order

Payment Request

*NO Alcohol

*NO Flowers (except for commencement ceremonies and limited specific Admissions events

* Maximum amount per person effective October 1, 2015: in the Washington Metropolitan Area, including Arlington and Fairfax Counties: Breakfast - $24, Lunch - $25.50, Dinner - $46.50; in Prince William County: Breakfast - $16.50, Lunch - $18, Dinner - $34.50; in Loudoun County: Breakfast - $19.50, Lunch - $22.50, Dinner - $39

**NOTE:**

Final confirmation of a contract with Sodexo must be completed a minimum of three (3) business days in advance of an event or the catering service is subject to cancellation.

Full confirmation includes:

1. Signed Event Contract
2. Correctly completed Food and Beverage Authorization form with authorized signatures
3. List of Attendees
SODEXO FOOD AND BEVERAGES CHECKLIST

EVENT TYPE: STUDENT CLUBS

Required:

____ Food and Beverage Authorization Form
____ Event Contract Number Referenced
____ Department Information block filled out, including correct fund/org to be charged
____ Block checked for Student Club Function
____ Description / Purpose of Event
____ Estimated number of attendees
____ Signature of Approving Officials for Fund/Org
____ Signature of Approving Official for Umbrella Organization

____ Signed Event Contract
____ Cost per person within maximum amount (please see table below)

Not Required:

eVA Order
Payment Request
Signature of Senior Approving Official
List of Attendees

*NO Alcohol
*NO Flowers (except for commencement ceremonies and limited specific Admissions events
* Maximum amount per person effective October 1, 2015: in the Washington Metropolitan Area, including Arlington and Fairfax Counties: Breakfast - $24, Lunch - $25.50, Dinner - $46.50; in Prince William County: Breakfast - $16.50, Lunch - $18, Dinner - $34.50; in Loudoun County: Breakfast - $19.50, Lunch - $22.50, Dinner - $39

NOTE:
Final confirmation of a contract with Sodexo must be completed a minimum of three (3) business days in advance of an event or the catering service is subject to cancellation.

Full confirmation includes:
1. Signed Event Contract
2. Correctly completed Food and Beverage Authorization form with authorized signatures
3. List of Attendees
SODEXO FOOD AND BEVERAGES CHECKLIST

**EVENT TYPE:** Funded by Participant Fees

<table>
<thead>
<tr>
<th>Required</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Food and Beverage Authorization Form</td>
<td>Payment Request</td>
</tr>
<tr>
<td>____ Event Contract Number Referenced</td>
<td>Signature of Senior Approving Official</td>
</tr>
<tr>
<td>____ Department Information block filled out, including correct fund/org to be charged</td>
<td>List of Attendees</td>
</tr>
<tr>
<td>____ Statement “Funded by participant fees”</td>
<td>No dollar limitations per person</td>
</tr>
<tr>
<td>____ Description of Event</td>
<td></td>
</tr>
<tr>
<td>____ Signature of Approving Official for Fund/Org</td>
<td></td>
</tr>
<tr>
<td>____ Fund/org number where fees were deposited</td>
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</tr>
<tr>
<td>____ List of Attendees</td>
<td></td>
</tr>
<tr>
<td>____ Signed Event Contract</td>
<td></td>
</tr>
<tr>
<td>____ Cost per person within maximum amount (please see table below)</td>
<td></td>
</tr>
</tbody>
</table>

*NO Alcohol
*Per person maximums do NOT apply

NOTE:
Final confirmation of a contract with Sodexo must be completed a minimum of three (3) business days in advance of an event or the catering service is subject to cancellation.

**Full confirmation includes:**
1. Signed Event Contract
2. Correctly completed Food and Beverage Authorization form with authorized signatures
3. List of Attendees