

How Do I Buy...

Catering Services

Buyer Contact Information:

[Trisha Wilson](#)

Description:

The university has a need for catering services to serve the programmatic needs of student organizations, administrative and academic departments, and other university sponsored organizations. Funding for catering services may originate from either private funds from the Virginia Tech Foundation or other related corporations, or from university funds.

Please note that there are cost and commodity restrictions. For this reason, obtaining pre-approval from the Controller's office is strongly recommended. Further, it is the responsibility of the department to maintain records of the event. This should include a description of the nature of the event, itemized receipts, Controller's Office pre-approval and the list of attendees.

On-campus events may be catered by the Personal Touch Division of Dining Services. See University Policy No. 3006, Catering Policy. Meals and beverage can be ordered from Personal Touch via HokieMart and paid by funds transfer.

Commercial caterers can be used at values up to \$5,000 without competition. When making arrangements for catering, you are encouraged to obtain several quotes from local caterers who appear qualified to support the event. Use of certified small, women-owned and minority-owned businesses is encouraged and will help support university goals. If there is a contract to be signed, it must be reviewed and approved by Virginia Tech Legal Office prior to signing. Finally, if your organization uses catering services frequently, an effort should be made to rotate the business between firms so that no one firm obtains the bulk of our business.

Catering services under \$5,000 should be processed via Hokie Mart as a Direct Pay item under category F-1.

Additional information:

Virginia Tech's Catering Policy No. 3006, <http://www.policies.vt.edu/index.php>

Controller's Office Procedure 20310a, Business Meals and Refreshments
<http://www.controller.vt.edu/procedures.html>

Virginia Tech's Policy on Serving Alcohol No. 1015, <http://www.policies.vt.edu/index.php>