

# Clavio's Café

## **Catering Inquiries & Procedures**

Clavio's Café has been chosen to be the sole provider for catered food and beverage for all on-campus events, gatherings, parties, breakfasts, luncheons, and dinners. The following procedures must be followed in order to request catered services:

1. In order to provide the best possible customization for your event, please contact Bob Gradowski at Ext. 3839 or email inquiries to [clavioscafe@triton.edu](mailto:clavioscafe@triton.edu). A face-to-face meeting can also be scheduled at your request.
2. All requests should be made at least 2 weeks in advance.
3. Obtain the Catering Request Form from our website. The standard menu is also on the site.
4. Fill out the form, including special requests, and forward it to the catering office [clavioscafe@triton.edu](mailto:clavioscafe@triton.edu).
5. The catering office will price your request and return it to you with a control number.
6. A Triton College requisition form must then be completed on WebAdvisor. Include the control number in the comments section of the requisition.
7. Once the requisition has the proper approvals, a purchase order will be cut and sent to the catering office. Copies of the PO will be housed online in the Colleague system.
8. Following the event, an invoice will be forwarded to A/P, and then to the department for approval. The approved invoice or any discrepancy should immediately be returned to Accounts Payable.
9. Cancellation of caterings must be made at least 72 hours in advance of event, and notice must be given to both Clavio's Café and the Purchasing Department. Any modifications to a catering order must also be made at least 72 hours in advance.
10. If the inquirer receives a quote from an off-campus catering vendor, he/she must give Clavio's Café a written copy of the quote at least 2 weeks in advance. If Clavio's Café cannot fulfill the request at the quoted price or less, Bob Gradowski or his designee will attach the External Purchasing Approval form for On-Campus Retail Entities and forward it back to the inquirer.
11. If a department has a regularly scheduled need for catering, an open purchase order may be utilized. Only designated authorized parties on the open PO will be allowed to order under the blanket order.

Note: Any room setups will be the responsibility of the requestor. Clavio's Café has no authority to make room setup requests. You will need to fill out a setup request form, which may be obtained through the Physical Plant Department. Please allow sufficient time for signatures and processing (at least 2 weeks prior to the event date).