

Campus Catering Guidelines

As of April 2021, H&B Catering is the vendor awarded with the exclusive catering contract for campus and is the only approved source of meals/refreshments for campus events.

If catering is required for an event, the campus department must contact H&B Catering for a quote.

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A requisition must be submitted in CSU Buy with the quote attached at least two weeks prior to the event.

Reasonable expenses for the following meals/refreshments are allowable from university funds. All requests for purchases of meals or refreshments must indicate the purpose of the function and must be in accordance with the purpose of the account.

1. Refreshments (coffee, rolls, soft drinks, etc.) are permissible when the refreshments are for parent visits, orientation sessions, receptions for a speaker or visiting dignitary, or other authorized events. Retirement parties, going away parties, holiday gatherings, birthday parties, etc. are not considered authorized events.
2. All requ