

Memo

To: All Campus Departments
From: University Dining Services, Catering Department
Date: September 10, 2009
Re: Headquartercity Form

BELOW ARE SOME GUIDELINES TO USE WHEN ORDERING CATERING FOR MEETINGS/EVENTS ON CAMPUS.

You should know at the time you place the order how you will be paying for the catering:

- *Headquartercity Form (HQ)
- *Department Requisition (DR) (not both an HQ & DR)
- *Foundation Payment (provided your department has the funds)

If you are paying with a **Headquartercity Form (HQ)** you must send the HQ along with an agenda for the meeting and a list of attendees to **Joanie Dulin 224 MSC**, PRIOR TO THE MEETING – if this is not received prior to the meeting you may not receive your order. Please keep in mind the guidelines required to follow when paying with an HQ. Some of these would include:

- Generally, breakfast is only covered if the majority of attendees are from off campus (State employees must leave home before 6am)
 - \$8/person maximum for breakfast (breakfast rules also apply to ‘Continental Breakfasts’)
- \$5/person maximum for breaks
 - Breaks are not allowed if there is a justified breakfast
- \$9/person maximum for lunch
 - Lunches are allowed if meeting/event begins before 11:00am and ends after 2:00pm**
 - Lunches **MUST** be a working lunch with the agenda showing what work is being done
- \$17/person maximum for dinner
 - Meeting must end after 7:00pm
 - Must provide documentation showing there was a presenter, awards were given or an agenda showing business was conducted
- Be sure to fill in the Requesting Dept and Account NUMBER to be charged in the upper left corner of the HQ form.
- A Headquartercity Form can NOT be used to pay for alcohol.
- Your list of attendees must have AT LEAST as many names as meals ordered – even if someone cancels at the last minute, their name should still go on the list

**If you will not have the agenda or list of attendees until after the meeting it is okay to e-mail or send to Joanie after the meeting (in a timely manner) but the SIGNED HQ must be received prior to the event*

**If the event is an open invitation to all campus include a copy of the invite with the HQ (rather than attendee list).*

The HQ form is located on-line: <http://www.uwstout.edu/bfs/accounting/travel/forms/headquartercity.PDF>

A **Department Requisition** can NOT be used to pay for food if staff or faculty will be attending. A DR can only be used for catering for students or an all OFF-CAMPUS attendee event.

If paying with a **Foundation Payment**, you will be sent a final invoice AFTER the event (usually by e-mail); you must submit your foundation payment request form to the Business Office with a FINAL invoice.

All catering menus are located on-line on our website: <http://www.uwstout.edu/dining/menus.html> (bottom of page).

After submitting a catering order, you will receive a confirmation by e-mail – check the delivery times and order information to be sure it is correct.

Thank you!

Catering orders/questions can be directed to:

Rod McRae, Catering Manager

mcraser@uwstout.edu x3463

AND / OR

Joanie Dulin, Office Manager

dulinj@uwstout.edu x2467

Questions regarding HQ

payments can be directed to:

Linda O’Connell

loconnell@uwstout.edu x2155