

Guidelines for Catering Services

*****Food service is provided by contract only.** A firm reservation must be made no later than ten business days prior to the event. Cancellations must be made five business days prior to the event with no cancellation fee. Cancellations made after that date will be billed 50 percent of the total contract cost. Prepayment or an AVC purchase order must be received by the Auxiliary Services accounting dept. five business days prior to the date of the event. **If prepayment or an approved AVC purchase order is not received, the contract will become void and the catering will not be provided.*****

- Step 1 - Contact Terry Schultz ext. 6562 to reserve the facility desired. Facility use request forms must be submitted to the Campus Events office a minimum of three weeks prior to the event. Facility request forms are available at Campus Events in the Facilities Office or via MyAVC.
- Step 2 - Log on to MyAVC to access the catering menu and order form. The forms are available in via MyAVC in the Forms & Docs tab under 'Forms' and then 'Cafeteria'. You can either print the form and fax it to (661)722-6671 or submit it via e-mail to catering@avc.edu.
- Step 3 - Wait to receive a pricing confirmation via either e-mail or by phone. This will typically take 1-2 business days.
- Step 4 - You will then need to fill out a purchase requisition in order to obtain a purchase order. The dean/director of your department must sign all purchase requisitions under \$1,000. Your department's dean/director and VP must approve purchase requisitions over \$1,000. All of the following information must be included on the purchase requisition:
- Name of event, meeting or function
 - Date and location
 - Number of meals ordered
 - Menu for event
 - Any additional food or beverages ordered
 - Price quoted for items ordered (include linen(s) and tax at the prevailing tax rate)

If you have any questions about your catering service, please contact Debra Smith at ext. 6187 or via e-mail at catering@avc.edu.
If you have any pricing or billing questions, please contact Janet Chapman at ext. 6183 or via e-mail at catering@avc.edu.