

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 department. 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 at 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 or the AVC website to access the catering menu and order form. The forms are available via MyAVC in the Forms & Docs tab under 'Forms' and then 'Cafeteria' or at <http://www.avc.edu/administration/auxiliary/>

Step 3 - Submit the form by either fax to (661)722-6671, e-mail to catering@avc.edu, or via inter-office mail

Step 4 - 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
- Cost estimate based on menu pricing (include linen(s) and tax, if applicable)

You will receive a catering confirmation via e-mail, typically in 1-2 business days.

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 billing questions, call ext. 6183 or e-mail at catering@avc.edu.