APPROVAL PROCESS FOR SODEXO-CATERED EVENTS

Effective April 8, 2012, all Sodexo-catered events will require an approved Hospitality Request Form when entering into a catering contract. The step-by-step process is detailed below:

**Step 1**: Department contacts Sodexo to cater an event and works out the details of the services provided.

**Step 2**: Sodexo sends the department a contract for approval.

**Step 3**: Department emails the approved contract (including order form) and a completed Hospitality Request Form to the Budget Coordinator in the Office of the Controller. The two forms must be **emailed** to billie.dill@indstate.edu with “Hospitality Approval” as the subject line.

**Step 4**: The Budget Coordinator will review the Hospitality Request Form and Sodexo contract to ensure the event meets the Hospitality Policy and Purchasing guidelines.

   a. **Meets Policy Guidelines**: Budget Coordinator approves Hospitality Request Form and forwards the form and the contract to Sodexo for processing and copies the department on the approval.

   b. **Does Not Meet Policy Guidelines**: Budget Coordinator denies Hospitality Request Form and returns form to department with explanation regarding why it did not meet Hospitality Policy and/or Purchasing guidelines.

Important Links:

- [Hospitality Policy](#)
- [Hospitality Policy Request Form](#)
- [Purchasing Policies & Guidelines](#)

For questions regarding the approval process or the Hospitality Policy, please contact:

Billie Dill, Budget Coordinator
X3522 or billie.dill@indstate.edu

Amy Dunivan, Assistant Controller
X8701 or amy.dunivan@indstate.edu