



: August 16, 2005

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President's Executive Cabinet
Revised: December 1, 2009, President's Cabinet
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This policy outlines the provision of catered services to campus departments for University business.

This policy applies to all faculty, staff and/or students who wish to purchase catered services to be funded by a University cost center or a student activities account. It will provide consistent procedure for the planning and use of catered services for University business.

The Catering Division of the University's Dining and Conference Services Department has the exclusive rights to all catering activities to be held on campus or to be funded by a University cost center or a student activities account. This policy excludes small personal and individually planned functions held in office areas where food is prepared by those attending.

The PASSHE Policy 1983-23 authorizes University Presidents to approve expenditures for meal services provided at University expense. The President of Millersville University has delegated this approval authority to Vice Presidents and others designated by Vice Presidents.

The use of University funds is appropriate:

if the University is contractually bound to provide meal services,

in connection with workshops, seminars, official receptions, and other similar events,

