

From: [UTA Library Staff](#) on behalf of [Schuck, Kevin E](#)
To: [Library Staff Distribution List](#)
Subject: With Food Waiver Link :) RE: Organizational Operations is your Partner for Food and Catering Orders
Date: Thursday, February 22, 2024 4:33:24 PM
Attachments: [image001.png](#)

Good Afternoon,

Organizational Operations is happy to partner with you meet your food and catering needs for your upcoming events or meetings.

We are doing this to leverage the efficiencies within OO specializations of ordering, accounts payables, vendor setup and management, and to reduce the number of late invoice payments.

- List of Approved Food Vendors
 - <https://www.uta.edu/campus-ops/student-centers/vendors>
 - 14 class days before the event lead time
 - We are able to request establishments to become approved food vendors. There are some caveats to this avenue that we will go over, if this is the road. A longer lead time is advisable.
- Maverick Catering
 - <https://uta.catertrax.com/>
 - 2-weeks before the event lead time
- Pepsi
 - Bonnie places a Pepsi order for the upcoming events at the first of the month. Watch for her emails.
 - 20 Cases or \$300 Min
 - Orders come in on Friday of that week ordered, if early in the week, if not the next Friday.
 - Will order before the first of the month, if you have an event that meets min – chat with us

We will need a couple of items completed by you for catering or food orders and sent to the Libraries Event Space Reservations lib-eventspaces@UTA.edu

1. A completed food waiver, if you are not using Maverick Catering.
 1. https://cdn.web.uta.edu/-/media/project/website/campus-ops/student-centers/dining-vendor-forms/co-cf-f1_food_waiver_uc-site2.ashx
 2. OO will submit the completed Food Waiver for approval.
 3. 14 class days before the event
 2. A completed Official Occasion Form
 1. [Disbursement SharePoint](#). The electronic form, if not Maverick Catering or University Club occasions.
 2. The paper PDF version, if Maverick Catering or University Club
 3. [DF-BF-PGS-F5 Official Occasion Expense Form](#)
 3. Menu (be mindful of food allergies)
 4. Cost Center
 5. An Agenda
 6. Delivery location and room number.
 7. Contact person, if different than you.
 8. The time the order is expected to be delivered.
- *Lead times are important. They help us meet the requirements of our catering partners and our workloads and unexpected circumstances. For example, we just changed catering vendor options about four times for one dinner for various reasons.*

Electronic Official Occasion Form

The new electronic form in [Disbursement SharePoint](#) is used for non - Maverick Catering or University Club occasions,

- Under Certification select only the bottom option, unless you are being reimbursed, then it is only the top option.
- Under Approver – Kevin Schuck, unless you are being reimbursed, then it will be your name.

Link to the job aid for more in depth instructions <https://resources.uta.edu/business-affairs/training/files/utshare-financial/travel-and-expenses/job-aid/Official-Occasion-Expense-Form-Job-Aid.pdf>

OOEF Job Aid x Disbursements - Home x +

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Official Occasion Expense Form

Gift Expense Form

Contact Disbursements

Thanks,

Kevin