

Recharge - UCSC Catering Request

Available Actions:



UCSC Catering Recharge Instructions ?

This form is for requesting UCSC Catering recharge services only. If you want to request catering services from an outside caterer, please use the **Food and Entertainment** form.

If you are requesting UCSC Catering services, **do not combine** this recharge form with other CruzBuy forms (Food and Entertainment, Services, Vehicle Rental/Charters, etc). Doing so will require the order to be re-placed.

Before filling out this request form, follow the instructions in the document titled "Getting Started". Once UCSC Catering provides the event agreement, review, sign if correct, and attach to requisition before submitting.

- Email: catering@ucsc.edu
- Phone: 459-4600
- Fax: 459-4610

Recharge Supplier Selection ?

Select the UCSC Caterer you will be placing the order with. Do not leave blank.

Supplier

Entertainment Links and Documents ?

[Getting Started](#)

General Info ?

For Catalog No, enter **Catering Event ID #**.

Catalog No.

In Product Description, enter the **event name**.

Product Description
254 characters remaining [expand](#) | [clear](#)

Quantity

Unit of Measure (Keep first field blank)

Estimated Price

Does this request include the purchase or serving of alcohol?

Liability Waiver ?

LEFTOVER POLICY: Based on public health and safety concerns, University Catering does not allow food to be taken from catered events and does not package leftover perishable foods. There are also limitations on the types and kinds of food that can be left out for extended periods of time. We will be happy to help you choose menu items that meet the needs of your event.

Perishable food items include all foods that must be kept under refrigerated conditions of 41°F or less, hot foods that must be maintained at 135 °F and/or hot food items that must be cooled to proper temperatures following the recommendations set forth by the California Uniform Retail Food Facilities Law.

I am aware that if proper refrigeration, temperature maintenance or cooling procedures do not occur, there is a risk of food poisoning. From any time after the scheduled event is over or by receiving items from the Gourmet to Go Program, I accept full responsibility for any food items, perishable or not, that are either removed from the catered event or picked up at University Catering.

ACKNOWLEDGEMENT: I have been forewarned of the consequences of removing perishable items from an event catered by University Catering at UC Santa Cruz or items that have been ordered and picked up through their Gourmet to Go Menu.

I therefore release University Catering and/or University Center and UC Santa Cruz from any liability.

Do you accept the terms of the Liability Waiver?

Please select... ▾

External Information ?

Top Level Determination

Events requiring top level approval (see determination list directly below) **must** have the **approval included** in comments or an email attachment referencing the **event name or brief description**, the **event date** and the **estimated total cost**.

- Purchase or serving of alcohol;
- Exceeding the per-person meal cost ([Per-Person Meal Limits](#));
- Meals provided to a spouse, domestic partner, or family member of host/guest;
- Event where cash contributions are included in the cost;
- Meals provided to employees as part of a morale-building activity, including retirement and recognition receptions, etc.;
- Tickets provided to prospective donors, employees, or student appointees in connection with an entertainment event.

Does this F&E order event require Top-Level approval? (See Top-Level determination list above)

Please select... ▾

Per-Person Meal Costs

The per-person meal cost is calculated by dividing the **TOTAL** cost of the meal by the number of meal attendees. If there are **multiple requisitions (or multiple line items on a single requisition), reimbursements or recharges** containing costs for a single meal, be sure to use the **sum of all costs** pertaining to each individual meal in the per-person meal cost calculation, not just the amount being submitted on this requisition line item.

The [Financial Affairs Dashboard](#) provides per-person cost calculations for your convenience. (Note: You must sign in using your UCSC Gold ID).



Meal Type

▾

What is the Per-Person cost?

Event Information ?

ERF, Guest Lists/Flyers and Host Certification

The **ERF (Entertainment Reporting Form)** is **only** required to process out-of-pocket entertainment-related **reimbursements and campus recharges**.

When a CruzBuy F&E purchase order is used, the event Guest List or Flyer **must** be attached to the order **unless** the order is for bulk food purchases.

If the event is classified as **employee morale-building** (account code 001250), **entertainment** (account code 001271), or **student outreach** (account code 001273), **Host Certification must be attached** to the order.

Expense Tracking Information

An **Expense Tracking Number** is required if multiple funding transactions are used for a meal's expenses (a CruzBuy requisition combined with at least one additional requisition, recharge, or reimbursement). The Expense Tracking Number is used to accurately monitor the per-person cost for any meals included in the event. The same Expense Tracking Number must be used on each transaction associated with a particular meal.

The **Expense Tracking Number** can be:

- The number of the first CruzBuy requisition submitted for the meal (recommended if all meal expenses are CruzBuy orders)
- OR**
- The ERF number if there are reimbursements or recharges associated with the meal
- OR**
- The Meal Expense Tracker (MET) form number if you are using a MET for your event.

The ERF and MET forms are accessed on the Entertainment section of the Financial Affairs Dashboard. Sign in with your UCSC Gold password.

Expense Tracking Number

▾

Enter zero "0" if all expenses for the meal are included on a single requisition, or if order is for Bulk food, Gift or Ticket purchase.

Event Date

mm/dd/yyyy

Event Location

Event Purpose/Justification

The Catering Event ID # can be found on the top right of the Catering Agreement:

Event Order

Event Name: Special Day Event ID 123456

Total 0.00