

Reeve Memorial Union

Use of Off Campus Food Providers

Title: Use of Off Campus Food Providers / food from sources other than Sodexo (includes retail value of donated food items)

Created By: Marty Strand, Assistant Director for Dining Operations

Effective: December 12, 2006

Last Revised: May 28, 2014

The Campus dining Contractor, Sodexo Services, has exclusive rights to provide food service and catering on campus for UW Oshkosh.

If individuals or organizations would prefer not to use Sodexo for small caterings (under \$200), and bring food and supplies from off campus, they may use the several Approved Off Campus Food Providers (no alcohol purchases). Please contact the Assistant Director for Dining Operations at strand@uwosh.edu for approval of the items in advance. PLEASE check with the vendor prior to purchase if you intending to pay them using a Meals Requisition form. Some vendors will allow you to charge using a Meals Requisition form while others do not.

Policy Details:

1. This policy is limited to catered food for meetings and events only. Groups wanting to re-sell food must adhere to the campus catering guidelines for fund-raising and re-sale (<http://reeve.uwosh.edu/dining/food-fundraising>).
2. Exceptions to the use of Sodexo for food needs on campus may be considered by contacting the Assistant Director for Dining Operations at (920) 424-2392 or email at strand@uwosh.edu . Foods may not be comingled with Sodexo supplied foods.
3. Donated food from sources other than the Approved Off Campus Food Provider list may be used with prior approval from the Assistant Director for Dining Operations
 - a. The total retail value of the donated food may not exceed \$200 without a waiver.
 - b. Donated food may not be served alongside items from Sodexo's Catering department for liability reasons.
4. Raw meats, eggs, and other potentially hazardous food items may not be used or purchased from Off Campus Food Providers. In some cases these items can be purchased pre cooked and may be allowed by contacting the Assistant Director for Dining Operations at strand@uwosh.edu .

5. To pay the Approved Off Campus Food Providers the proper meal requisition paperwork http://www.uwosh.edu/admin_serv/Financial%20Services/forms-1, personal expense reports and backup, or direct payment request with proper receipts is required.

a. Vendors that accept Meal Requisitions include:

- i. Domino's Pizza
- ii. La Sure's
- iii. Lara's Tortilla Flats
- iv. Festival Foods
- v. Topper's Pizza
- vi. Big Apple Bagels
- vii. Papa Johns
- viii. All others would need to be paid at the time of food pickup.
Reimbursement is accomplished using a DPR with a copy of the Meals Requisition and receipt.

6. Payments to multiple vendors for the same event are cumulative toward the \$200 limit.

Approved Off Campus Food Providers:

<p>Domino's Pizza 2301 Jackson Street Oshkosh, WI 54901 (920) 233-3030</p>	<p>La Sure's Café, Cakes, and Catering 1570 Ripon Lane Oshkosh, WI 54901 (920) 651-0796</p>
<p>Lara's Tortilla Flats 715 North Main Street Oshkosh, WI 54901 (920) 233-4440</p>	<p>Festival Foods 2415 Westowne Avenue Oshkosh, WI 54904 (920) 966-3378</p>
<p>Pick 'N Save 1940 South Koehler Street Oshkosh, WI 54902 (920) 303-3300 or 1900 Jackson Street Oshkosh, WI 54901 (920) 424-7820</p>	<p>Topper's Pizza 220 Wisconsin St. Oshkosh WI 54901 920-237-1000</p>
<p>Golden Corral on Koehler 580 S. Koehler Street Oshkosh, WI 54902 920-230-9000</p>	<p>Polito's Pizza 543 High Ave Oshkosh, WI 54901 920-385-7863</p>
<p>Big Apple Bagels and Subway on WI St. (summer months: May 1-Sept. 1)</p>	<p>Jimmy John's 70 Wisconsin Street Oshkosh, WI 54901 (920) 230-2328</p>

Cousin's Subs 1508 S. Koeller St. Drive Oshkosh, WI 54902 920-426-2782	Qdoba Mexican Grill 1990 Menard Drive Oshkosh, WI 54902 920-966-0306
Buffalo Wild Wings 500 S. Koehler St. Oshkosh, WI 54902-5548 920-426-8358	Papa John's 150 Wisconsin Street Oshkosh WI 54901 920-232-7272