

Catering Procedures – Jamestown Campus

By contract with Faculty Student Assoc of JCC, Personal Touch Food Service, Inc has the right of first refusal on all catered events over \$100.00 that are held at the Jamestown Campus of JCC. If you are planning an event, you will need to work with Maura Feeley, Food Service Director at JCC, and an employee of Personal Touch Food Service.

In January 2019, Personal Touch launched a new online catering system called Catertrax. Access this system at <https://sunyjcc.catertrax.com/>

The process is as follows:

- Create a new account at <https://sunyjcc.catertrax.com/>
- Accept catering policies (order 7 days in advance; cancel with greater than 48 hours notice) by initialing.
- Use applicable EIN for JCC or FSA or Foundation (the entity who will pay the invoice).
- Complete the catering menu.
- This will auto generate an email (request for quote) to JamestownCatering@mail.sunyjcc.edu (Outlook distribution list including MauraFeeley@mail.sunyjcc.edu)
- Three quotes are required for purchases over \$1500.00, regardless of the exclusive contract.
- Maura will price the event and send Catering Quote Form back to host (requestor) for approval.
- If Maura's' quote comes back high, please work with her. We want Personal Touch Food Service to succeed at JCC.
- The host will either approve the event and pricing,
 - **OR** connect with Maura for any necessary changes to meet their budget.
 - **OR** utilize one of the other quotes indicating why you aren't using Personal Touch
 - For example, Personal Touch unable to reach desired budget, Personal Touch unavailable for this event, Personal Touch unable to make desired menu offering.
- Once the menu, vendor, and cost are finalized, if the amount is \$100.00 or over, you must complete a requisition.
- Submit a **detailed** requisition and the signed Catering Quote to JCC Purchasing (purchasing@mail.sunyjcc.edu) for a Purchase Order for the event.
 - A detailed requisition should list all of the food items, event name, date, linens, etc.
- The host must also send the signed Catering Quote Form back to Mauras while he/she awaits the purchase order.
- Purchasing will enter detailed event info into Banner and email completed PO to requisitioner and Maura.
- Maura will invoice JCC weekly and indicate the purchase order number and host (requestor) on each invoice.
- Accounts Payable will send invoice for your approval & coding. Please return promptly for payment.