

Catering Procedures – Olean Campus

By contract with Faculty Student Assoc of JCC, Whispering Mountain Lodge, LLC has the right of first refusal on all catered events over \$75.00 that are held at the Olean Campus of JCC. If you are planning an event, you will need to work with Judith M, Catering Service Manager at JCC, owner of Whispering Mountain Lodge, LLC.

The process is as follows:

- The host will work with Judith on menu, location, budget guidelines, etc.
- 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.
- Purchasing will enter detailed event info into Banner and will email completed PO to requisitioner and Judith.
- Judith will email invoice to host and to accountspayable@mail.sunyjcc.edu after each event and indicate the purchase order number and host (requestor) on each invoice.
- Please return promptly by email to accountspayable@mail.sunyjcc.edu for payment.
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