GUIDE TO USING BYU-APPROVED CATERERS-FREQUENTLY ASKED QUESTIONS (FAQ’S)

Question: What is a BYU-Approved Caterer?

Answer: A person, business or entity that has successfully completed the application process and has subsequently been approved by BYU to provide food for a university event that:

a) is sponsored by BYU, and is
b) paid-for by BYU, and
c) the number of attendees being served is 11 or greater.

Caterers that appear on the BYU-Approved Caterer List have provided the required documentation to prepare, transport, set out, and/or serve foods at a BYU event. Furthermore, BYU-Approved Caterers have also entered in an agreement with the university to maintain compliance with several catering-related standards, guidelines, expectations and terms as set forth by the university.

BYU Dining Services is the preferred provider of food and beverages for the campus community.

Question: Why do I need to use a BYU Approved Caterer?

Answer: To ensure that all food at university events are prepared and served using safe food-handling practices according to applicable health laws and regulations. Departments out of compliance with this policy will be placed on the non-compliance report and assessed a fee. BYU-Approved Caterers must obtain Utah County Temporary Food Establishment Permit if the event is a Public Event (see BYU Catering Events Policy).

Question: Are there situations or circumstances that would be EXEMPT from the mandate to use only BYU-Approved Caterers?

Answer: Yes. There are times where an off-campus caterer may be used, whether they appear on the List of BYU-Approved Caterers, or not. Examples include conditions when the caterer is providing:

- non-perishable, pre-packaged foods to be served by university staff.
- an order where ONLY pizza is being served (not including salads, etc.).
- food to be picked-up and/or consumed at the caterer’s place of business, i.e., Dine in or Carry-out/Take-out.
- food to be delivered to campus with no set-up or serving by the caterer.
- food for private university events, where 10 or fewer are being served.
- food for university-affiliated ecclesiastical units with campus scheduling privileges.
Question: What is required to be a BYU-Approved Caterer?

Answer: Any off-campus caterer desiring to become a BYU-Approved Caterer must complete the application process to become such, by submitting to BYU, ALL of the following;

- a completed, signed application including an agreement to abide by BYU’s Beverage Contract with Coca-Cola (see application)
- copies of the 3 most-recent health inspections
- a copy of caterer’s current business license
- a copy of caterer’s current health permit
- proof of insurance-subject to BYU Risk Management approval. See Appendix A in the Application to Become a BYU-Approved Caterer for specific insurance coverage requirements.

Question: If approved, what other conditions must a BYU-Approved caterer adhere-to?

Answer: Approved caterers are also expected to conduct university-related transactions with campus representatives, in a manner that complies with the following;

University funds are to be used solely for the benefit of the university and its purposes. Therefore, BYU employees that purchase goods or services from a BYU-Approved Caterer with university funds are strictly prohibited from personally receiving; benefits, advantages, perks, discounts, customer-reward program points, punch-card redemptions, special-offers, incentives or like-manner personal gain related to said catering transaction.

Question: Who oversees the process to become a BYU-Approved Caterer?

Answer: BYU Supply and Logistics Management oversees the application/qualification process to approve caterers.

Question: How does a caterer obtain an application to become a BYU-Approved Caterer?

Answer: Go to https://purchasing.byu.edu and locate the “CATERING” drop-down menu located in the upper left-hand corner. You will find links to this Guide and the Application to become a BYU-Approved Caterer.

Question: Where should an applying-caterer submit their completed application and required documentation?

Answer: Please submit all required documentation via e-mail to: The BYU-Approved Caterers Committee at OCC@byu.edu.

Question: Is there anything else that would be helpful to know?

Answer: Questions can be directed to: Ginger Miller 801-422-3727 ginger_miller@byu.edu

Allow 2 weeks for the approval process to be completed.

BYU reserves the right to reject any application.

See Catering and Food Distribution Policy, for further guidance at: https://policy.byu.edu/view/index.php?p-23