

Catering Pick-up Menu

Policies and Procedures

Hours: DH Catering pick-up menu is available any time. Additional fees may apply for evening and weekend events. The DH Catering office is open Monday-Friday 8:30am-4:30pm.

Placing an order: All catering pick-up orders must be placed at least 3 working days in advance. Working days are Monday-Friday 8:30am-4:30pm. Catering orders must be submitted online:

www.csudhfoundation.com/dining/catering/

Confirmation of catering order: Once you receive your catering invoice, check to make sure the information is correct. A signature on the invoice and either the account paperwork or payment are required at least 2 working days in advance. By signing the invoice, you are agreeing to DH Catering's policies. You are also confirming the information provided on the invoice is correct. If the required paperwork is not submitted on time, your catering may be cancelled.

Supplies: All pick-up orders will include our high quality paper products, plasticware and disposable serving pieces. Food will be packaged in disposable pans with lids. Orders will be available for pick-up in the Campus Dining kitchen (next to Sports Lounge entrance).

Additional fees:

The current sales tax rate is 9.50%

Service charges are waived on all pick-up orders

Cancellations: All cancellations must be made at least 2 working days in advance. If the cancellation is made 1 working day in advance, or on the day of the event, the full amount of the invoice will be billed.

Pricing: All prices are subject to change.

Substitutions: Substitutions to the pick-up menu are not allowed.

Policy changes: DH Catering policies are subject to change without notice, but will NOT affect existing bookings that have been confirmed. Always refer to posted DH Catering policies before placing an order.

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Acceptable forms of payment: Catering invoices may be billed to either a departmental budget code or a private party. The method of payment will be established with DH Catering when placing an order.

If you are not billing your catering invoice to a campus account/budget code, the full balance is due 2 working days in advance. Acceptable forms of payment include: cash, check (made payable to Campus Dining) or major credit card.

Foundation accounts: The approved hospitality form must be submitted with the catering order form. Then, an authorized signature and the account number written on the catering invoice must be submitted at least 2 working days in advance.

Foundation grant accounts: An authorized signature and the account number written on the catering invoice must be submitted at least 2 working days in advance. Once the event has taken place, a copy of the event agenda/program and sign-in sheet must be submitted in order to process the catering invoice.

Departmental budget code: The approved hospitality form must be submitted with the catering order form. Then, a signed catering invoice and a copy of the approved direct pay form must be submitted at least 2 working days in advance.