

# 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 25, 2016

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 in buildings other than the Alumni Welcome and Conference Center (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](mailto:strand@uwosh.edu) for approval of the items in advance. PLEASE check with the vendor prior to purchase if you intend 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 <https://reeve.uwosh.edu/dining/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](mailto: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](mailto:strand@uwosh.edu) .

5. To pay the Approved Off Campus Food Providers the proper meal requisition paperwork (search for “meals requisition” on the UWO Website), 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. Big Apple Bagels
  - vi. Papa Johns
  - vii. 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 On / Off Campus Food Providers:**

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

<p><b>Cousin's Subs</b>  1508 S. Koeller St. Drive  Oshkosh, WI 54902  920-426-2782</p>	<p><b>Qdoba Mexican Grill</b>  1990 Menard Drive  Oshkosh, WI 54902  920-966-0306</p>
<p><b>Buffalo Wild Wings</b>  500 S. Koehler St.  Oshkosh, WI 54902-5548  920-426-8358</p>	<p><b>Papa John's</b>  150 Wisconsin Street  Oshkosh WI 54901  920-232-7272</p>
<p><b>Titan Underground</b>  Lower level of Reeve Union  920-424-2020</p>	<p><b>Best Western Premier Waterfront Hotel &amp; Conference Center</b>  1 North Main St.  Oshkosh, WI 54901  920-230-1900</p>