

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, Associate Director for Dining Operations

Effective: December 12, 2006

Last Revised: February 8, 2018

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 Associate Director for Dining Operations at 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 and donated 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 Associate Director for Dining Operations at (920) 424-2392 or email at strand@uwosh.edu . Foods may not be comingled with Sodexo supplied foods.
3. Donated foods may be used for student benefit only. Any exception to this policy must be approved in advance by the Associate Director for Dining Operations and the UW Oshkosh Foundation. (There are agreements with off campus vendors to support campus and students which must be honored. Any asks must be vetted through Dining or the Foundation to avoid
4. Donated food from sources other than the Approved Off Campus Food Provider list may be used with prior approval from the Associate 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.

- c. It is the intention of Risk Management to have each approved Off Campus Food Provider and any other vendors donating or supplying food on campus produce a copy of their Certificate of Insurance with the University named as an additional insured
- d. The minimum Standard Limits (vs. High Risk Services):
- | | |
|---|--------------------|
| i. Worker's Compensation - Limits | Statutory |
| ii. Commercial General Liability Each Occurrence - | \$1,000,000 |
| iii. Gen. Aggr. Incl. Prdts/CO - | \$2,000,000 |
| iv. Automobile Liability Combined Single Limit - | \$1,000,000 |
- e. In the "Description of Operations..." section of the Certificate of Insurance (COI), please have your insurer state our additional insured language with the inclusion of the following statement:
"The Board of Regents of the University of Wisconsin System, its employees, officers and agents are named as additional insureds, but only as respects to liability arising out of the operations of the named insured."
- f. Unless otherwise directed by one of our event planners, you can designate the following information into the section entitled, "Certificate Holder" to
- i. Associate Director for Dining Operations
 - ii. **University of Wisconsin Oshkosh**
 - iii. **800 Algoma Blvd.**
 - iv. **Oshkosh, WI 54901**
 - v. **920-424-2392**
 - vi. **Fax 920-424-1386**
5. 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 Associate Director for Dining Operations at strand@uwosh.edu .
6. 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.
7. Payments to multiple vendors for the same event are cumulative toward the \$200 limit.

Approved On / Off Campus Food Providers:

<p>Domino's Pizza 2301 Jackson Street Oshkosh, WI 54901 (920) 233-3030</p>	<p>La Sure's Café, Cakes, and Catering 1570 Ripon Lane Oshkosh, WI 54901 (920) 651-0796</p>
<p>Insomnia Cookies 547 High Avenue Oshkosh, WI 54901 Order on line</p>	<p>Festival Foods 2415 Westowne Avenue Oshkosh, WI 54904 (920) 966-3378</p>
<p>Pick 'N Save 1940 South Koehler Street Oshkosh, WI 54902 (920) 303-3300 or 1900 Jackson Street Oshkosh, WI 54901 (920) 424-7820</p>	<p>Topper's Pizza 220 Wisconsin St. Oshkosh WI 54901 (920)-237-1000</p>
<p>Big Apple Bagels 60 Wisconsin St. Oshkosh, WI 54901 (920)733-3120</p>	<p>Polito's Pizza 543 High Ave Oshkosh, WI 54901 (920)-385-7863</p>
<p>Subway 110 Wisconsin St. Oshkosh, WI 54901 (920) 235-1782</p>	<p>Jimmy John's 70 Wisconsin Street Oshkosh, WI 54901 (920) 230-2328</p>
<p>Cousin's Subs 1508 S. Koeller St. Oshkosh, WI 54902 (920)-426-2782</p>	<p>Qdoba Mexican Grill 1990 Menard Drive Oshkosh, WI 54902 (920)-966-0306</p>
<p>Buffalo Wild Wings 500 S. Koehler St. Oshkosh, WI 54902-5548 (920)-426-8358</p>	<p>Papa John's 150 Wisconsin Street Oshkosh WI 54901 (920)-232-7272</p>
<p>Titan Underground Lower level of Reeve Union (920)-424-2020</p>	<p>Best Western Premier Waterfront Hotel & Conference Center 1 North Main St. Oshkosh, WI 54901 (920)-230-1900</p>