

How to Place a Catering Order

Review

Visit shop.fiu.edu to review the list of university approved Preferred Caterers to select for your upcoming event.

To get the best value for each event, obtain quotes from various caterers.

Quotes

Review the written quote for information related to the goods and services that will be provided. The quote should include all itemized charges and the total cost for the event including all applicable fees.

No other agreement should be made between FIU and any authorized caterer.

Select

After choosing a vendor and getting internal approval, consult your finance manager to decide on a payment method (P-Card, Purchase Order, or Foundation). If using a PO or Foundation, follow university procedures for creating requisitions and providing necessary quotes. For P-Card payments, confirm the order via email with the caterer before proceeding.

Confirmation & Payment

Request written confirmation via email from the caterer regarding the delivery of services and the final order. No additional information is needed. Once the services are completed, make sure to promptly pay any outstanding invoices in accordance with FIU Procurement policies.