



Policies and Procedures (/)

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## 8.15 WSU Catering Policy (REVISED 6-23-2025)

**Administrative Responsibility: Associate Vice President, Student Auxiliary Services and Chief Housing Officer**

### PURPOSE

WSU Catering is the contracted food service provider for the campus community. WSU Catering provides these services to both the university community and to groups/individuals external to the university including personal use by employees at their own expense. The WSU Catering food service provider is the designated caterer for all functions held on campus by university schools, colleges, divisions and units. The WSU Catering food service provider is responsible for the service of alcoholic beverages for all events held on university premises. The WSU Catering food service provider also assists in other event related needs including linens, table and equipment rental, flowers, etc.

### SCOPE

This Policy applies to all WSU employees and external parties who have an event (meeting, ceremony, banquet, etc.) that includes serving or providing food to employees or guests.

### DEFINITIONS

The following definitions apply to these terms as they are used in this policy:

WSU Catering	The external food service provider under contract. The contract is administered by the Associate Vice President, Student Auxiliary Services and Chief Housing Officer
Catering Card	A University issued Credit Card, which has the ability to be restricted by transaction amount, monthly dollar amount, and by merchant category code (type of merchant)

## POLICY

The WSU Catering designated food service provider provides food, beverages and service for all events paid for with university funds (reference **APPM 1.3.1** (</appm/1-3-1-expense-guidelines>)) held on the university campus. Where university funds are used, the requesting unit is responsible for assuring that the payment for such services is in compliance with university policies and procedures. Any payments declined by the university for noncompliance with policy/procedure become personal items for which reimbursement from university funds is prohibited. The WSU Catering food service provider is the only approved provider for the service of alcoholic beverages, and controls the service of alcohol at all events held in university buildings and areas (reference **APPM section 1.3.1.1** (</appm/1-3-1-1-purchase-of-alcoholic-beverages>) and **U.P. 2001-11** (</administrative/01-11-alcohol-sale.php>)). Food, beverage and service arrangements for all events are made through the WSU Catering office. All food and beverages served in the McGregor Conference Center must be provided by The WSU Catering food service provider.

Requests for food or beverages (catered events) outside of McGregor Conference Center from providers other than the WSU Catering food service provider must be approved, on an individual basis, by WSU Catering. Purchases of less than \$500 of non-perishable snacks including chips, candy bars, soft drinks, donuts, cookies, cupcakes and sheet cakes are allowed. Food that requires refrigeration or heat to maintain proper health regulation temperature is prohibited. All food purchased/donated must be less than \$500. Food or beverage donations valued at \$500 or more require an approved waiver. The cost of donated foods can be estimated by the retail value of the items.

The Macomb Center, Mike Ilitch building and the Athletic campus not included in the exclusivity provision, except for alcohol service

## PROCEDURE

Responsibility	Action
Requesting Department	<ol style="list-style-type: none"><li>1. Contact McGregor (WSU Catering) as soon as possible, but not less than two full business weeks before the event.</li><li>2. To plan and coordinate your event contact WSU Catering by submitting an order through Warrior Eats Catering &amp; Events (<a href="https://warriorcatering.catertrax.com">https://warriorcatering.catertrax.com</a>)</li></ol>

Responsibility	Action
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(<https://warriorcatering.catertrax.com/>) or via phone at 7-2400.

3. Arrange menus, services, and equipment by calling the WSU Catering Office or online via the **Wayne State Catering** (<https://warriorcatering.catertrax.com/>) site. Requests for events with less than two weeks' notice are subject to approval by WSU Catering.

WSU Catering

WSU Catering Staff & Student Center and Campus Reservations (SCCR) Staff

1. WSU Catering Staff allocates products and services on a first-come, first-served basis.
2. After department submits order, WSU Catering staff will respond to the request to confirm event and event details.

**Note to Customers:** Custom menus and services are available by special arrangement with WSU Catering

Requesting  
Department

1. Provide an estimated count (the actual number of guests expected to attend the event) and the selected menu to the WSU Catering **no later than two weeks** before the event.

**Note:** After the estimated count is given to WSU Catering, increases and decreases can be made up to three business days before the event. No changes in count may be made after three business days before the event. At three business days prior to the event, the estimated number is considered the guaranteed number. All charges will be based on the guaranteed number or the number of people served, whichever is greater.

2. Provide WSU Catering Card number to WSU Catering for the food, beverages, services and equipment, based on the guaranteed count. A WSU Catering Card number must be provided at the time of booking or confirmation. WSU Catering cannot furnish products or services without a Catering Card number.
3. 3. Via the online form, submit food waiver to WSU Catering no later than two weeks before the date of the event. It is recommended that this be submitted 30 days prior to the event. The On-line waiver form is on the Student Center and Campus Reservations Site.

**Note to Customers:** As stated above, the WSU Catering food service provider is the only authorized provider of catering services for the university. Waivers may, on an individual basis, be granted to use outside caterers as determined by WSU Catering.

## APPENDICES

1. N / A

## RELATED UNIVERSITY/BOARD POLICIES

1. **APPM 1.3.1** ([/appm/1-3-1-expense-guidelines](#)) **Expense Guidelines**
2. **APPM 1.3.11** ([/appm/2-7-procurement-card](#)) **Prurchase of Alcoholic Beverages**
3. **University Policy 01-11** ([/administrative/01-11-alcohol-sale](#)) **Service and Sale of Alcoholic Beverages on Campus**

**Effective Date:** 6/01/2025

**Revised Date:** 6/01/2025

**Reviewed Date:** 6/09/2025

*To be reviewed, at minimum, every three years and/or revised as needed by:* Associate Vice President, Student Auxiliary Services and Chief Housing Officer

**Next Review By Date:** 6/09/2028

## SUPERSEDES POLICY

1. 8.15 McGregor Memorial Conference Center

## HISTORICAL DATES

02/22/2022, 03/01/2015