



Campus Correspondence

Office of Accounting Services

October 3, 2005

To: Deans, Directors & Department Chairs

Re: Using Special Meal Limits for Catered Events

Approval has been granted by the Division of Administration to use the special meal limits for catered events in lieu of obtaining three competitive bids, as long as the funding is from self-generated funds or the event is provided for in a sponsored agreement. Self-generated funds can be in the form of registration fees or course registration fees - funds that are not state appropriated.

There is no need to process a requisition; however, the special meal request must be approved on form AS499 prior to the event. The funding for the event cannot have a 0 or a 4 in the sixth position of the account number. If the event is funded from an unrestricted account or a sponsored agreement with a state or local government agency, the meal for the event must be bid. Food Service on the LSU campus is governed by the policy outlined in PS- 60, Food Service. Also, please remember that you must use a licensed, approved caterer.

As a reminder, special meal limits are \$10 for breakfast, \$15 for lunch and \$25 for dinner, exclusive of gratuity. You should obtain a firm price quote detailing the menu and services to be provided by the caterer.

This approval should streamline the process of planning a catered event. If I can provide any additional information, please call me at 578-1623.

Donna K. Torres, CPA
Associate Vice Chancellor for
Accounting and Financial Services

xc: Dr. Jerry Baudin
Ms. Patrice Gremillion
Ms. Rose Mary Wilhelm