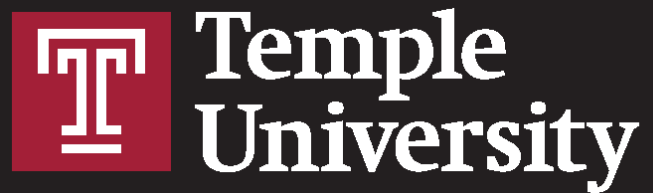


# TEMPLE UNIVERSITY CATERING EXCEPTION SYSTEM TUTORIAL





# TUTORIAL TOPICS

(CLICK ON EACH CATEGORY TO GO DIRECTLY TO THE TOPIC)

[Log In](#)

[Creating a Catering Exception Request](#)

[Pending Requests Review](#)

[Completed Requests Review](#)

[Adding an Outside Caterer](#)

[Completed Request Downloads and Cloning](#)

[Frequently Asked Questions](#)

[Contact Information](#)

# LOG IN

- GO TO: [HTTPS://PRD-CHALLENGER.ERP.TEMPLE.EDU/FINCC/CES/](https://PRD-CHALLENGER.ERP.TEMPLE.EDU/FINCC/CES/)

- LOG IN WITH YOUR TEMPLE UNIVERSITY USERNAME AND PASSWORD

FOR BEST RESULTS, USE THE GOOGLE CHROME WEB BROWSER

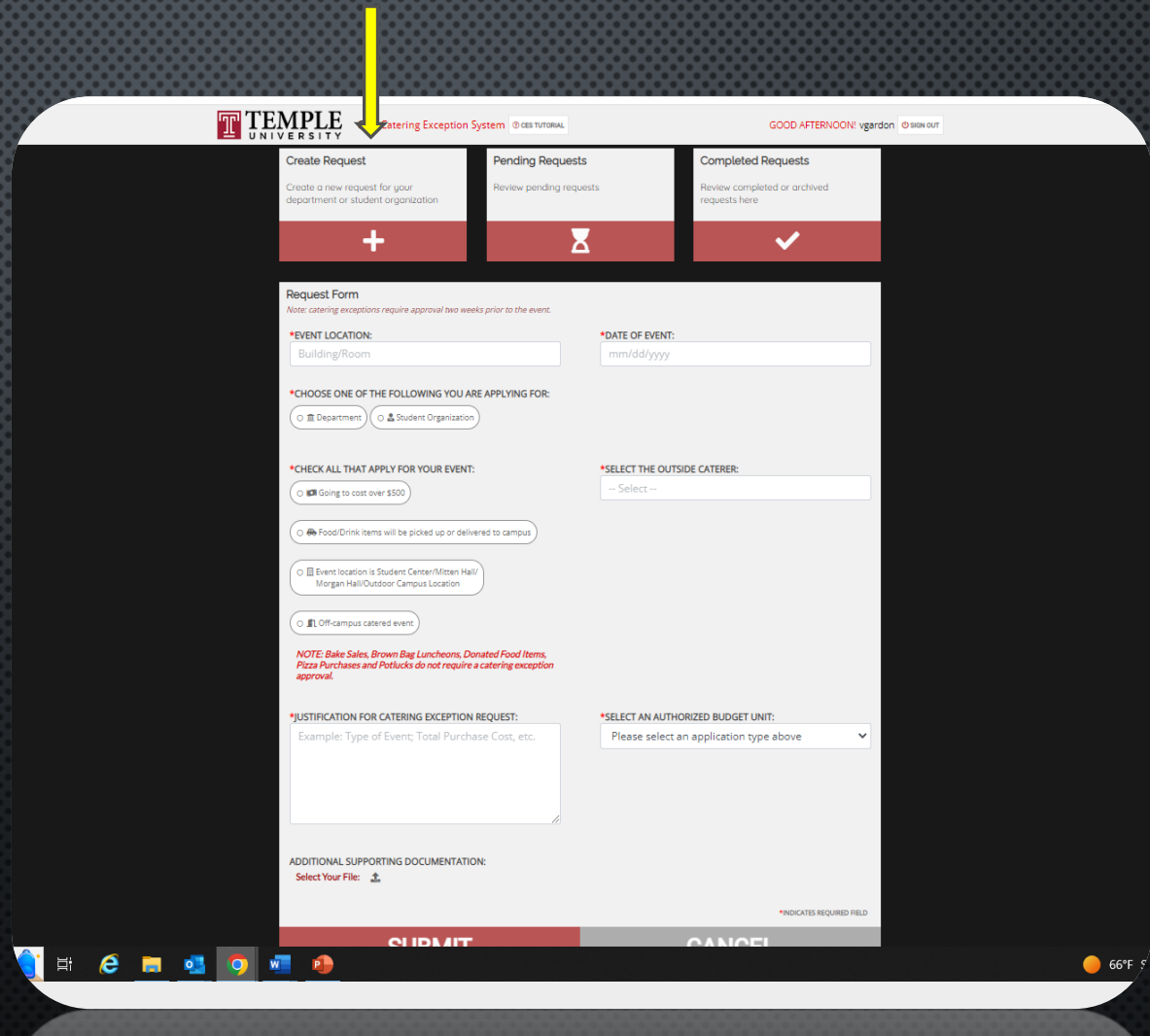


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The screenshot shows the CES (Catering Exception System) interface. At the top, there's a header with the Temple University logo and the text "CES | Catering Exception System" and "© CES TUTORIAL". Below the header, there are three main sections: "Create Request" (with a plus icon), "Pending Requests" (with an hourglass icon), and "Completed Requests" (with a checkmark icon). Each section has a brief description of its function. Below these sections is a "Request Form" with a note: "Note: catering exceptions require approval from the university's Business Services Department." The form has several sections: "EVENT LOCATION:" with a text input field "Building/Room"; "CHOOSE ONE OF THE FOLLOWING:" with two radio buttons "Department" and "Student Organization"; "CHECK ALL THAT APPLY FOR THIS REQUEST:" with several checkboxes including "Going to cost over \$500", "Food/Drink items will be served", "Event location is Student Center/Witten Hall/Morgan Hall/Outdoor Campus Location", and "Off-campus catered event". A modal login window is overlaid on the form. The modal has the CES logo and title "CES | Catering Exception System". It contains a disclaimer about the system's use for obtaining exceptions. Below the disclaimer, it says "Login with your AccessNet Username and Password" and provides fields for "USERNAME:" and "PASSWORD:". At the bottom of the modal, there is a "LOGIN" button, a link "Need Login Help?", and a link "CES Tutorial".



# CREATING A CATERING EXCEPTION REQUEST



TEMPLE UNIVERSITY Catering Exception System

GOOD AFTERNOON! vgardon | sign out

**Create Request**  
Create a new request for your department or student organization

**Pending Requests**  
Review pending requests

**Completed Requests**  
Review completed or archived requests here

**Request Form**  
Note: catering exceptions require approval two weeks prior to the event.

\*EVENT LOCATION:  
Building/Room

\*DATE OF EVENT:  
mm/dd/yyyy

\*CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:  
☐ Department ☐ Student Organization

\*CHECK ALL THAT APPLY FOR YOUR EVENT:  
☐ Going to cost over \$500  
☐ Food/Drink items will be picked up or delivered to campus  
☐ Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location  
☐ Off-campus catered event

\*SELECT THE OUTSIDE CATERER:  
-- Select --

NOTE: Bake Sales, Brown Bag Luncheons, Donated Food Items, Pizza Purchases and Potlucks do not require a catering exception approval.

\*JUSTIFICATION FOR CATERING EXCEPTION REQUEST:  
Example: Type of Event; Total Purchase Cost, etc.

\*SELECT AN AUTHORIZED BUDGET UNIT:  
Please select an application type above

ADDITIONAL SUPPORTING DOCUMENTATION:  
Select Your File:

\*INDICATES REQUIRED FIELD

**SUBMIT** **CANCEL**

THE HOME PAGE SHOWS ALL AVAILABLE SYSTEM FUNCTIONS

SELECT “**CREATE REQUEST**” TO BEGIN A NEW EXCEPTION REQUEST FORM



Home

# CREATING A CATERING EXCEPTION REQUEST

- INCLUDE ALL PERTINENT EVENT DETAILS (I.E. - EVENT DATE AND LOCATION)

**NOTE: YOU CANNOT SELECT MULTIPLE DATES ON A SINGLE REQUEST FORM. YOU MUST SUBMIT EACH EVENT INDIVIDUALLY THROUGH THE "CLONE REQUEST" OPTION (KEEP READING!)**

- SELECT ALL EXCEPTION SCENARIOS APPLICABLE TO YOUR EVENT; ALL CHOICES ARE OPTIONAL

- SELECT YOUR OUTSIDE CATERER FROM THE DROP-DOWN BOX. IF YOUR CATERER IS NOT AN OPTION, YOU CAN ADD A NEW CATERER BY SELECTING "ADD A NEW OUTSIDE CATERER" FROM THE DROP-DOWN BOX

- INCLUDE A JUSTIFICATION/REASON FOR YOUR EXCEPTION REQUEST

- SELECT YOUR AUTHORIZED BUDGET UNIT/REQUEST APPROVER FROM THE DROP-DOWN BOX. APPROVER OPTIONS ARE POPULATED BASED ON YOUR USER/PASSWORD

- SELECT "SUBMIT" TO FORWARD THE REQUEST TO YOUR APPROVER. SELECT "CANCEL" TO CANCEL THE REQUEST

**DON'T FORGET TO ATTACH YOUR ADDITIONAL SUPPORTING DOCUMENTATION!**

The screenshot displays the Temple University CES Catering Exception System interface. At the top, the header includes the Temple University logo, the system name 'CES | Catering Exception System', a user profile 'GOOD AFTERNOON! vgardon', and a 'SIGN OUT' link. Below the header are three main navigation tabs: 'Create Request' (with a plus icon), 'Pending Requests' (with a clock icon), and 'Completed Requests' (with a checkmark icon). The 'Create Request' tab is active, showing a form titled 'Request Form' with a note: 'Note: catering exceptions require approval two weeks prior to the event.' The form contains several sections: 1. 'EVENT LOCATION' with a text input field labeled 'Building/Room'. 2. 'DATE OF EVENT' with a text input field labeled 'mm/dd/yyyy'. 3. 'CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:' with two radio buttons: 'Department' and 'Student Organization'. 4. 'CHECK ALL THAT APPLY FOR YOUR EVENT:' with three checkboxes: 'Going to cost over \$500', 'Food/Drink items will be picked up or delivered to campus', and 'Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location'. 5. 'SELECT THE OUTSIDE CATERER:' with a dropdown menu showing '-- Select --'. 6. 'NOTE: Bake Sales, Brown Bag Luncheons, Donated Food Items, Pizza Purchases and Potlucks do not require a catering exception approval.' 7. 'JUSTIFICATION FOR CATERING EXCEPTION REQUEST:' with a text area containing the example 'Example: Type of Event; Total Purchase Cost, etc.'. 8. 'SELECT AN AUTHORIZED BUDGET UNIT:' with a dropdown menu showing 'Please select an application type above'. 9. 'ADDITIONAL SUPPORTING DOCUMENTATION:' with a 'Select Your File' button and a file upload icon. At the bottom of the form are two large buttons: 'SUBMIT' and 'CANCEL'. The bottom of the browser window shows a taskbar with various application icons and a system tray with a weather icon showing '66°F' and a 'Home' button.



Home



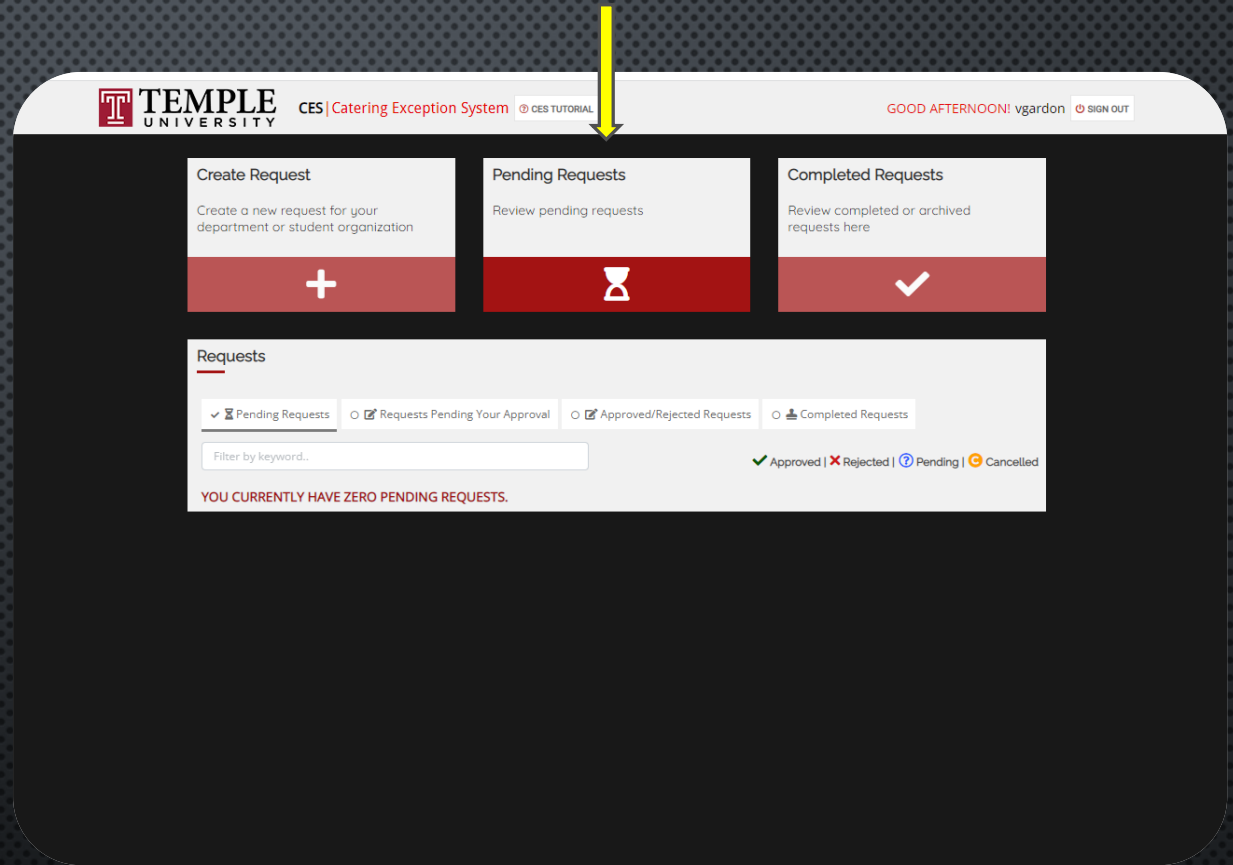
# PENDING REQUESTS REVIEW

- THE INITIATOR AND ALL APPROVERS WILL RECEIVE EMAIL NOTIFICATIONS AT EACH STAGE OF REVIEW/APPROVAL

- ONCE SUBMITTED, YOUR REQUEST CAN BE VIEWED IN THE “**PENDING REQUESTS**” WINDOW

- YOU CAN ALSO VIEW A SUMMARY OF EVENT DETAILS, INCLUDING WHERE THE REQUEST IS IN THE APPROVAL PROCESS

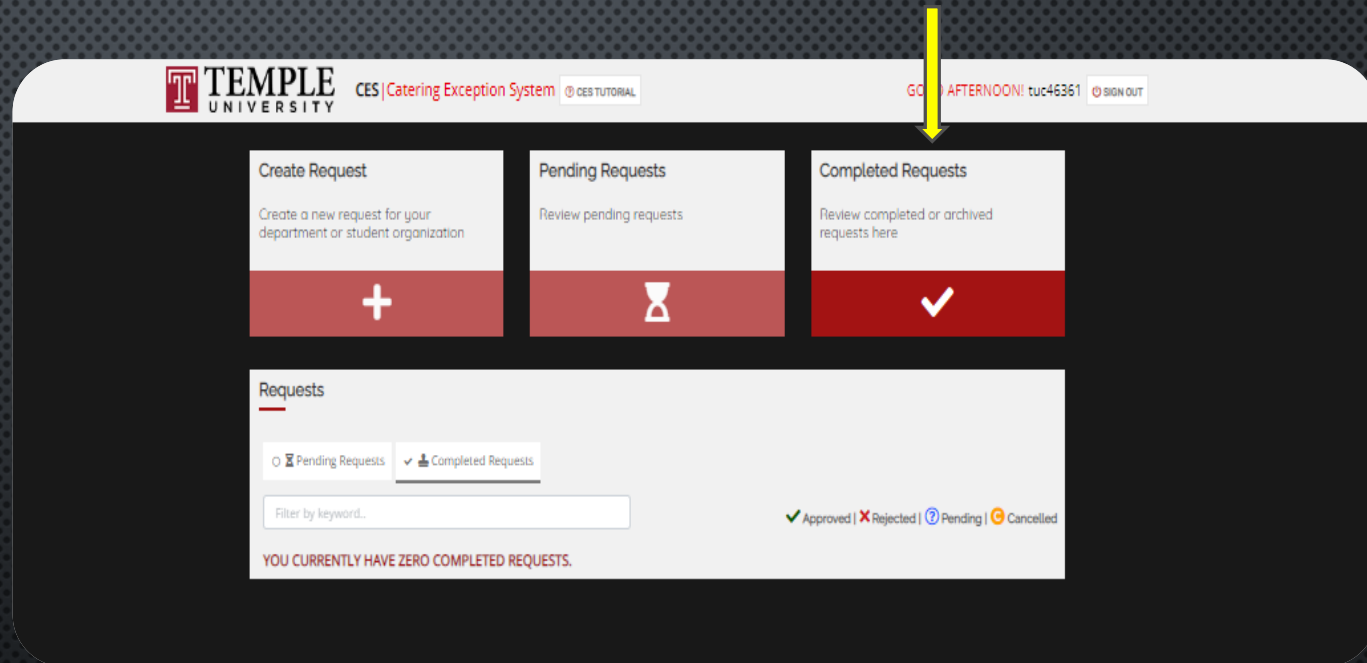
- APPROVERS MAY SEE ADDITIONAL TABS IF THERE ARE REQUESTS PENDING REVIEW OR APPROVAL. APPROVERS WILL ALSO SEE ALL APPROVED/REJECTED REQUESTS THEY HAVE REVIEWED



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# COMPLETED REQUESTS REVIEW

- THE “**COMPLETED REQUESTS**” WINDOW SHOWS ALL COMPLETED AND ARCHIVED REQUESTS
- THE COMPLETED REQUESTS ARE ALSO VIEWABLE BY CLICKING ON THE “**COMPLETED REQUESTS TAB**”



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# ADDING AN OUTSIDE CATERER

The screenshot displays the Temple University CES Catering Exception System interface. At the top, the header includes the Temple University logo, the text 'CES | Catering Exception System', a 'CES TUTORIAL' link, and a user status bar showing 'GOOD AFTERNOON! vgerdon' and a 'SIGN OUT' link. Below the header, there are three main navigation buttons: 'Create Request' (with a plus icon), 'Pending Requests' (with a clock icon), and 'Completed Requests' (with a checkmark icon). The 'Create Request' button is highlighted in red. The main content area is titled 'Request Form' and includes a note: 'Note: catering exceptions require approval two weeks prior to the event.' The form contains several sections: 1. 'EVENT LOCATION:' with a text input field labeled 'Building/Room'. 2. 'DATE OF EVENT:' with a date input field labeled 'mm/dd/yyyy'. 3. 'CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:' with two radio buttons: 'Department' and 'Student Organization'. 4. 'CHECK ALL THAT APPLY FOR YOUR EVENT:' with three checkboxes: 'Going to cost over \$500', 'Food/Drink items will be picked up or delivered to campus', and 'Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location'. 5. 'SELECT THE OUTSIDE CATERER:' with a dropdown menu currently showing '-- Select --'. A yellow arrow points to this dropdown. 6. 'JUSTIFICATION FOR CATERING EXCEPTION REQUEST:' with a text area containing the example text 'Example: Type of Event; Total Purchase Cost, etc.'. 7. 'SELECT AN AUTHORIZED BUDGET UNIT:' with a dropdown menu showing 'Please select an application type above'. 8. 'ADDITIONAL SUPPORTING DOCUMENTATION:' with a 'Select Your File:' label and a file upload icon. At the bottom of the form, there are 'SUBMIT' and 'CANCEL' buttons. The bottom of the screenshot shows a Windows taskbar with various application icons and a system tray showing the temperature as 66°F.

- NEW OUTSIDE CATERERS CAN BE ADDED BY SELECTING “**ADD A NEW OUTSIDE CATERER**” FROM THE DROP-DOWN BOX

- ENTER YOUR CATERER’S NAME, CONTACT INFORMATION, AND UPLOAD THEIR CERTIFICATE OF LIABILITY INSURANCE FORM (COI). PLEASE OBTAIN THE COI DIRECTLY FROM YOUR CHOSEN CATERER

- YOU MUST COMPLETE THE ENTIRE FORM AND SELECT “**SUBMIT**” TO INCLUDE THE NEW CATERER INFORMATION AS A PART OF YOUR REQUEST



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# COMPLETED REQUEST DOWNLOADS AND CLONING

TO DOWNLOAD YOUR APPROVED REQUEST FORM,  
CLICK ON THE **“COMPLETED REQUESTS”** WINDOW

- SELECT YOUR REQUEST AND CLICK **“DOWNLOAD FORM”**
- THE COMPLETED FORM WILL DOWNLOAD INTO A WORD DOCUMENT FOR YOUR RECORDS

**Catering Exception Request (ID: 43)**  
Submitted by [REDACTED] on 6/8/2022 11:28:59 AM

<b>EVENT LOCATION:</b> HGSC	<b>DATE OF EVENT:</b> 6/8/2022	<b>APPLICATION TYPE:</b> Student Organization
<b>ORGANIZATION NAME:</b> Temple University MCPB	<b>CONTACT PERSON:</b> [REDACTED]	<b>PHONE NUMBER:</b> [REDACTED]
<b>ORGANIZATION EMAIL:</b> [REDACTED]	<b>CATERING IS:</b> - For a brown bag luncheon, bake sale, or potluck	<b>OUTSIDE CATERER:</b> Qdoba

**JUSTIFICATION FOR CATERING EXCEPTION REQUEST:**  
Eboard team lunch, funds provided from the university.

**SUPPORTING DOCUMENTATION:** None

**STATUS:**

1 Budget Unit Approved by [REDACTED]	2 Cherry & White Catering Bypassed	3 Business Services Approved by Paul, Kathleen M.
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**CONNECT | Eat | Refresh**

**DOWNLOAD FORM** **CLONE REQUEST** **CLOSE**

**TEMPLE UNIVERSITY** CES | Catering Exception System | @ CES TUTORIAL | GOOD AFTERNOON! tuc46361 | SIGN OUT

**Create Request**  
Create a new request for your department or student organization  
+

**Pending Requests**  
Review pending requests  
⌚

**Completed Requests**  
Review completed or archived requests here  
✓

**Requests**

☐ Pending Requests ☒ Completed Requests

Filter by keyword.

Approved | Rejected | Pending | Cancelled

YOU CURRENTLY HAVE ZERO COMPLETED REQUESTS.



Home

# COMPLETED REQUEST DOWNLOADS AND CLONING

MULTI-DATE EVENT REQUESTS CANNOT BE COMPLETED IN A SINGLE FORM. YOU MUST SUBMIT EACH EVENT SEPARATELY. TO DO SO, CLICK **“CLONE REQUEST”** TO AUTO-POPULATE A NEW FORM WITH THE SAME INFORMATION FROM YOUR PREVIOUSLY APPROVED/COMPLETED REQUEST.

- THE SYSTEM WILL GENERATE A NEW REQUEST FORM WITH THE AUTO-POPULATED INFORMATION FOR YOU TO EDIT AND RESUBMIT

**Request Form**  
Note: catering exceptions require written approval two weeks prior to the event.

\*EVENT LOCATION: EVENT LOCATION

\*DATE OF EVENT: mm/dd/yyyy

\*CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:  
☐ Department ☒ Student Organization

\*ORGANIZATION NAME: ORG NAME

\*CONTACT PERSON: CONTACT PERSON

\*PHONE NUMBER:

\*ORGANIZATION EMAIL: ORG EMAIL

CHECK ALL THAT APPLY FOR YOUR EVENT (OPTIONAL):  
☐ Going to cost over \$500

☒ Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location

You must contact the Student Center Operations Event Management team to confirm your space and notify of the catering exception. Call 215-204-7131 or email [Hqscres1@temple.edu](mailto:Hqscres1@temple.edu).

☐ Off-campus catered event

NOTE: brown bag luncheons, bake sales, and potlucks do not require a catering exception approval.

\*JUSTIFICATION FOR CATERING EXCEPTION REQUEST:  
We wanted to get soda for our event which isn't provided by cherry and white. We already got approved for pizza, but we forgot to get the soda, and wanted to add that on. We would pay for that with our club budget that we raised ourselves.

\*SELECT AN AUTHORIZED BUDGET UNIT:  
-- Select --

Catering Exception Request (ID: 2188)  
Submitted by [redacted] on 3/2/2023 9:52:07 AM

EVENT LOCATION: Honeygrow	DATE OF EVENT: 3/8/2023	APPLICATION TYPE: Department
DEPARTMENT NAME: [redacted]	CONTACT PERSON: [redacted]	PHONE NUMBER: [redacted]
DEPARTMENT EMAIL: [redacted]	CATERING IS: - Off-campus event	OUTSIDE CATERER: Honeygrow

JUSTIFICATION FOR CATERING EXCEPTION REQUEST:  
Search committee meeting with a candidate off campus for lunch. Expenditure will be well under \$250.

SUPPORTING DOCUMENTATION: None

STATUS:

1 Budget Unit Approved by [redacted]	2 Cherry & White Catering Bypassed	3 Business Services Approved by Kathleen Paul
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CONNECT | EAT | REFRESH

DOWNLOAD FORM CLONE REQUEST



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# FREQUENTLY ASKED QUESTIONS

Questions	Answers
1. What is a catering exception form (CEF)?	The catering exception form must be completed if a department or student organization is hosting an event whose food/drink will <b>NOT</b> be provided by Temple's preferred catering company, Aramark/Cherry & White Catering.
2. How can I access the online version catering exception form?	Go to the <a href="#">Catering Exception System</a> website and sign in using your Temple username and password.
3. How can I access the catering exception form if I am a group/organization outside of Temple University?	A paper version of the exception form is available on the <a href="#">Catering at Temple</a> website. Completed forms can be emailed to <a href="mailto:catering.exception@temple.edu">catering.exception@temple.edu</a> or faxed to (215) 204-7193.
4. How much notice does Business Services require to review/approve a CEF?	At least two weeks prior to the event date.
5. How long does it take for an approval?	Approximately 1 to 3 days, depending on how quickly approvers review/approve each submission.
6. Is a CEF required for Bake Sales, Brown Bag Lunches, Donated Food, Pizza Purchases or Potlucks?	No. A catering exception approval is not required.
7. What is a Certificate of Liability Insurance (COI)?	Under qualifying circumstances where any food product and/or alcohol are brought onto the university campus(es) by an outside caterer for meetings, events, conferences, seminars, etc., the off-campus caterer must provide a copy of their Certificate of Liability Insurance, which can be obtained directly from your caterer. The COI must reflect a minimum of \$1 million in liability coverage and it must list Temple University as an Additional Insured and Certificate Holder.
8. Do I need an exception approval and COI for an off-campus event using an off-campus caterer?	Yes. Under qualifying circumstances, catered off-campus events do require a CEF and vendor COI. More information is available on the <a href="#">Catering at Temple</a> website.
9. What qualifies as a catered off-campus event?	Events not hosted on Temple's domestic campuses that use a non-Aramark, third party caterer for food/alcohol purchases, with expenses to be reimbursed with university funds. NOTE: Please review Temple's <a href="#">Travel and Expense Reimbursement Policy</a> (T&E) to determine if your event instead falls under the University T&E Policy.
10. How long is a COI on file at the Office of Business Services?	A COI expires according to the policy effective & expiration dates.
11. Can I complete one form for multiple dates of events?	We ask that you complete one form for each event date.



# QUESTIONS?

Contact the Office of  
Business Services:

215-204-3121

[catering.exception@temple.edu](mailto:catering.exception@temple.edu)



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