TEMPLE UNIVERSITY CATERING EXCEPTION SYSTEM

TUTORIAL
LOG IN

- Go to: 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
CREATING A CATERING EXCEPTION REQUEST

The Home page shows all available system functions.

Select "Create request" to begin a new exception request form.
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!**
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.
• The “Completed requests” window shows all completed and archived requests.

• The completed requests are also viewable by clicking on the “Completed requests tab.”
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.
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.
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.
### Frequently Asked Questions

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What is a catering exception form (CEF)?</td>
<td>The catering exception form must be completed if a department or student organization is hosting an event whose food/drink will NOT be provided by Temple’s preferred catering company, Aramark/Cherry &amp; White Catering.</td>
</tr>
<tr>
<td>2. How can I access the online version catering exception form?</td>
<td>Go to the <a href="#">Catering Exception System</a> website and sign in using your Temple username and password.</td>
</tr>
<tr>
<td>3. How can I access the catering exception form if I am a group/organization outside of Temple University?</td>
<td>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.</td>
</tr>
<tr>
<td>4. How much notice does Business Services require to review/approve a CEF?</td>
<td>At least two weeks prior to the event date.</td>
</tr>
<tr>
<td>5. How long does it take for an approval?</td>
<td>Approximately 1 to 3 days, depending on how quickly approvers review/approve each submission.</td>
</tr>
<tr>
<td>6. Is a CEF required for Bake Sales, Brown Bag Lunches, Donated Food, Pizza Purchases or Potlucks?</td>
<td>No. A catering exception approval is not required.</td>
</tr>
<tr>
<td>7. What is a Certificate of Liability Insurance (COI)?</td>
<td>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.</td>
</tr>
<tr>
<td>8. Do I need an exception approval and COI for an off-campus event using an off-campus caterer?</td>
<td>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.</td>
</tr>
<tr>
<td>9. What qualifies as a catered off-campus event?</td>
<td>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 (T&amp;E)</a> to determine if your event instead falls under the University T&amp;E Policy.</td>
</tr>
<tr>
<td>10. How long is a COI on file at the Office of Business Services?</td>
<td>A COI expires according to the policy effective &amp; expiration dates.</td>
</tr>
<tr>
<td>11. Can I complete one form for multiple dates of events?</td>
<td>We ask that you complete one form for each event date.</td>
</tr>
</tbody>
</table>
QUESTIONS?

Contact the Office of Business Services:

215-204-3121

catering.exception@temple.edu