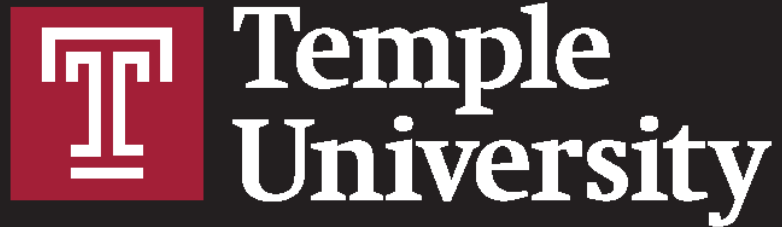


TEMPLE UNIVERSITY CATERING EXCEPTION SYSTEM

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](#)

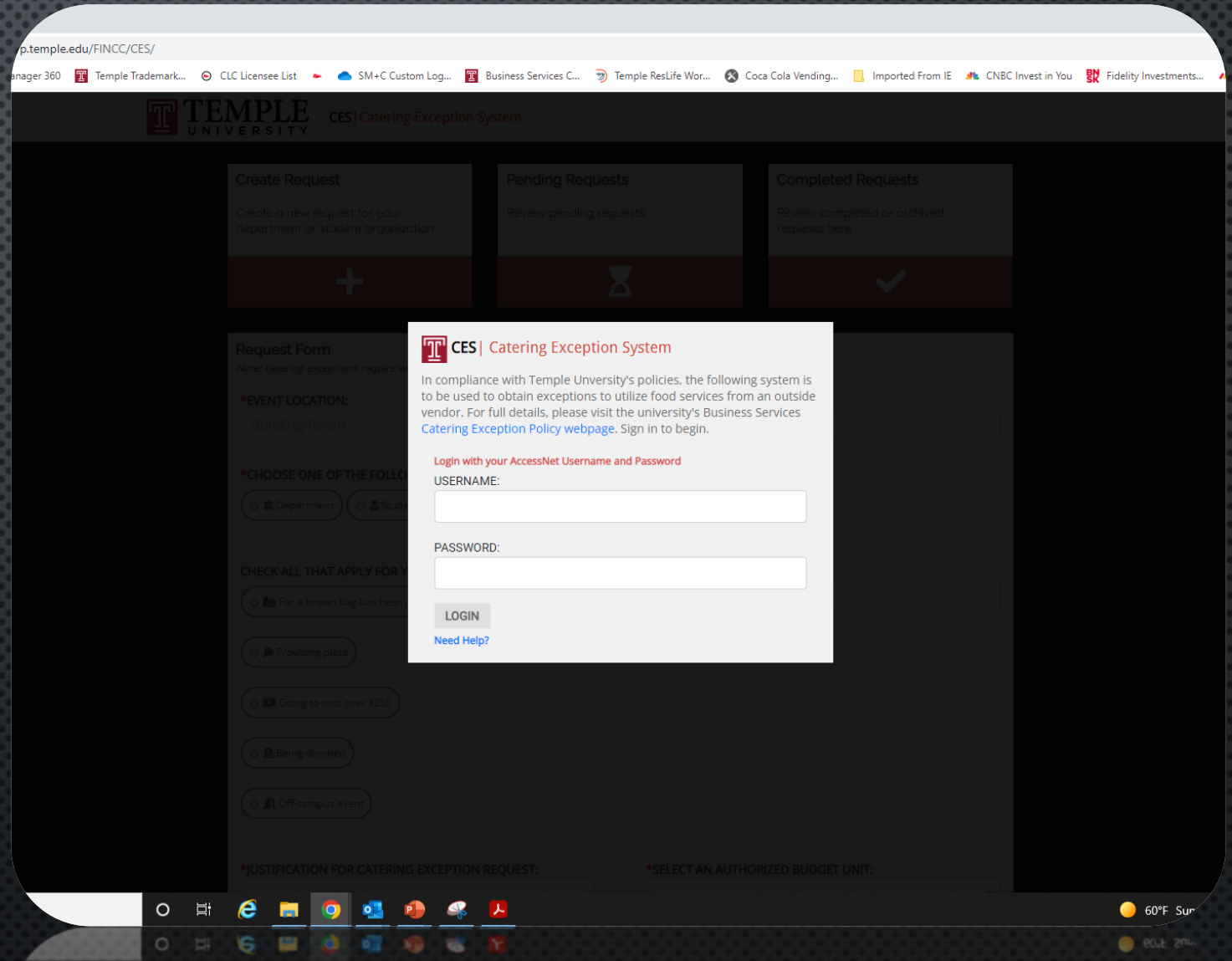
[Contact Information](#)

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



CREATING A CATERING EXCEPTION REQUEST

TEMPLE UNIVERSITY 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

Request Form
Note: catering exceptions require written 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:
 For a brown bag luncheon, bake sale, or potluck
 Providing pizza
 Going to cost over \$250
 Being donated
 Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location
 Off-campus event

*SELECT THE OUTSIDE CATERER:
-- Select --

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

- 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 shows a web browser window displaying the Temple University Catering Exception System (CES) Request Form. The browser address bar shows the URL: `prd-challenger.erp.temple.edu/FINCC/CES/`. The page header includes the Temple University logo, the text "CES | Catering Exception System", and a "CES TUTORIAL" link. A user is logged in as "vgardon" with the status "GOOD AFTERNOON!".

The form is titled "Request Form" and includes a note: "Note: catering exceptions require written approval two weeks prior to the event." The form fields are as follows:

- *EVENT LOCATION:** A text input field with the placeholder "Building/Room".
- *DATE OF EVENT:** A text input field with the placeholder "mm/dd/yyyy".
- *CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:** Two radio button options: "Department" and "Student Organization".
- CHECK ALL THAT APPLY FOR YOUR EVENT:** A group of radio button options: "For a brown bag luncheon, bake sale, or potluck", "Providing pizza", "Going to cost over \$250", "Being donated", "Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location", and "Off-campus event".
- *SELECT THE OUTSIDE CATERER:** A dropdown menu with the placeholder "-- Select --".
- *JUSTIFICATION FOR CATERING EXCEPTION REQUEST:** A text area with the example text "Example: Type of Event; Total Purchase Cost, etc.".
- *SELECT AN AUTHORIZED BUDGET UNIT:** A dropdown menu with the placeholder "Please select an application type above".

The browser's taskbar at the bottom shows the time as 4:59 PM on 8/9/2022, and the system tray includes weather information ("Rain coming") and various system icons.



Home

PENDING REQUESTS REVIEW

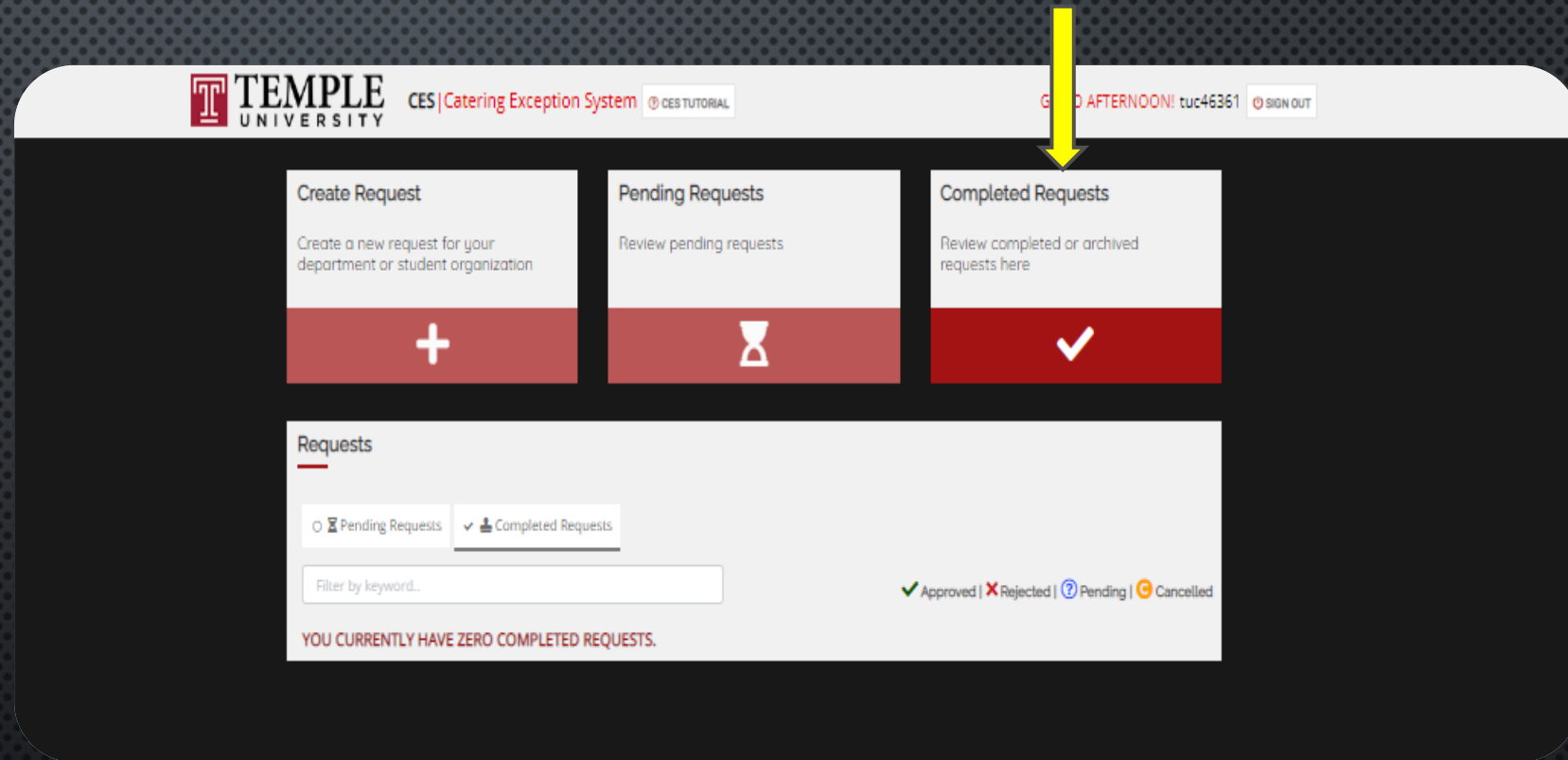
- THE INITIATOR AND ALL APPROVERS WILL RECEIVE EMAIL NOTIFICATIONS AT EACH STAGE OF REVIEW/APPROVAL
- ONCE SUBMITTED, YOUR REQUEST CAN BE VIEWED IN THE “**PENDING REQUESTS**” WINDOW
- YOU CAN ALSO VIEW A SUMMARY OF EVENT DETAILS, INCLUDING WHERE THE REQUEST IS IN THE APPROVAL PROCESS
- APPROVERS MAY SEE ADDITIONAL TABS IF THERE ARE REQUESTS PENDING REVIEW OR APPROVAL. APPROVERS WILL ALSO SEE ALL APPROVED/REJECTED REQUESTS THEY HAVE REVIEWED.

The screenshot displays the Temple University CES interface. At the top, the header includes the Temple University logo, the text "CES | Catering Exception System", a "CES TUTORIAL" link, and a user greeting "GOOD AFTERNOON! tuc46361" with a "SIGN OUT" button. A yellow arrow points to the "Pending Requests" tab, which is highlighted in red. Below the header are three main navigation cards: "Create Request" (with a plus icon), "Pending Requests" (with an hourglass icon), and "Completed Requests" (with a checkmark icon). The "Pending Requests" card is selected. Below these cards is a "Requests" section with a sub-header "Requests" and a red underline. It features two tabs: "Pending Requests" (selected) and "Completed Requests". There is a search box labeled "Filter by keyword." and a legend for request statuses: "Approved" (green checkmark), "Rejected" (red X), "Pending" (blue question mark), and "Cancelled" (orange circle). At the bottom of the "Requests" section, a red message states "YOU CURRENTLY HAVE ZERO PENDING REQUESTS."



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**”



The screenshot displays the Temple University Catering Exception System (CES) interface. At the top, the Temple University logo is on the left, and the user's name 'GOOD AFTERNOON! tuc46361' and a 'SIGN OUT' button are on the right. A yellow arrow points to the 'Completed Requests' tab, which is highlighted with a red bar and a white checkmark icon. Below the tabs, the 'Completed Requests' section shows a message: 'YOU CURRENTLY HAVE ZERO COMPLETED REQUESTS.' The interface also includes a search bar and a legend for request statuses: Approved (green checkmark), Rejected (red X), Pending (blue question mark), and Cancelled (orange circle).



ADDING AN OUTSIDE CATERER

- 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

The screenshot shows a web browser window displaying the Temple University CES Catering Exception System. The page title is "Request Form" with a note: "Note: catering exceptions require written approval two weeks prior to the event." The form contains several sections:

- *EVENT LOCATION:** A text input field with "Building/Room" entered.
- *DATE OF EVENT:** A date input field with "mm/dd/yyyy" entered.
- *CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:** Radio buttons for "Department" and "Student Organization".
- CHECK ALL THAT APPLY FOR YOUR EVENT:** A list of checkboxes: "For a brown bag luncheon, bake sale, or potluck", "Providing pizza", "Going to cost over \$250", "Being donated", and "Off-campus event".
- *SELECT THE OUTSIDE CATERER:** A dropdown menu with "Add a New Outside Caterer" selected. A yellow arrow points to this dropdown.
- Please provide additional information about your caterer:** A section with input fields for "CATERER'S NAME:", "CATERER'S EMAIL:", and "CATERER'S PHONE NUMBER:".
- *UPLOAD CERTIFICATE OF LIABILITY INSURANCE (COI) (PDF):** A "Select Your File" button with a file upload icon.
- *JUSTIFICATION FOR CATERING EXCEPTION REQUEST:** A large text area for providing details.
- *SELECT AN AUTHORIZED BUDGET UNIT:** A dropdown menu with "Please select an application type above" selected.
- ADDITIONAL SUPPORTING DOCUMENTATION:** A "Select Your File" button with a file upload icon.

At the bottom of the form are two buttons: "SUBMIT" (in a red box) and "CANCEL" (in a grey box). A small red asterisk indicates required fields. The browser's address bar shows "prd-challenger.erp.temple.edu/FINCC/CES/". The Windows taskbar at the bottom shows the time as 1:56 PM on 4/13/2022.



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

The screenshot shows a web browser window displaying a 'Catering Exception Request (ID: 43)' form. The form is submitted by Lai Hing, Liemie V on 4/4/2022 at 11:26:59 AM. It contains the following information:

EVENT LOCATION: HGSC	DATE OF EVENT: 4/8/2022	APPLICATION TYPE: Student Organization
ORGANIZATION NAME: Temple University MCPB	CONTACT PERSON: Liemie Lai Hing	PHONE NUMBER: 929-226-5077
ORGANIZATION EMAIL: lotus@temple.edu	CATERING IS: - For a brown bag luncheon, bake sale, or potluck	OUTSIDE CATERER: Qdoba

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

SUPPORTING DOCUMENTATION: None

STATUS:

1 Budget Unit Approved by Smith, Phillip	2 Cherry & White Catering Bypassed	3 Business Services Approved by Paul, Kathleen M.
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A yellow arrow points to the 'DOWNLOAD FORM' button at the bottom of the form.

The screenshot shows the Temple University CES Catering Exception System dashboard. The header includes the Temple University logo, 'CES | Catering Exception System', and a 'CES TUTORIAL' link. The user is logged in as 'G... AFTERNOON! tuc46351' and has a 'SIGN OUT' button.

The dashboard features three main windows:

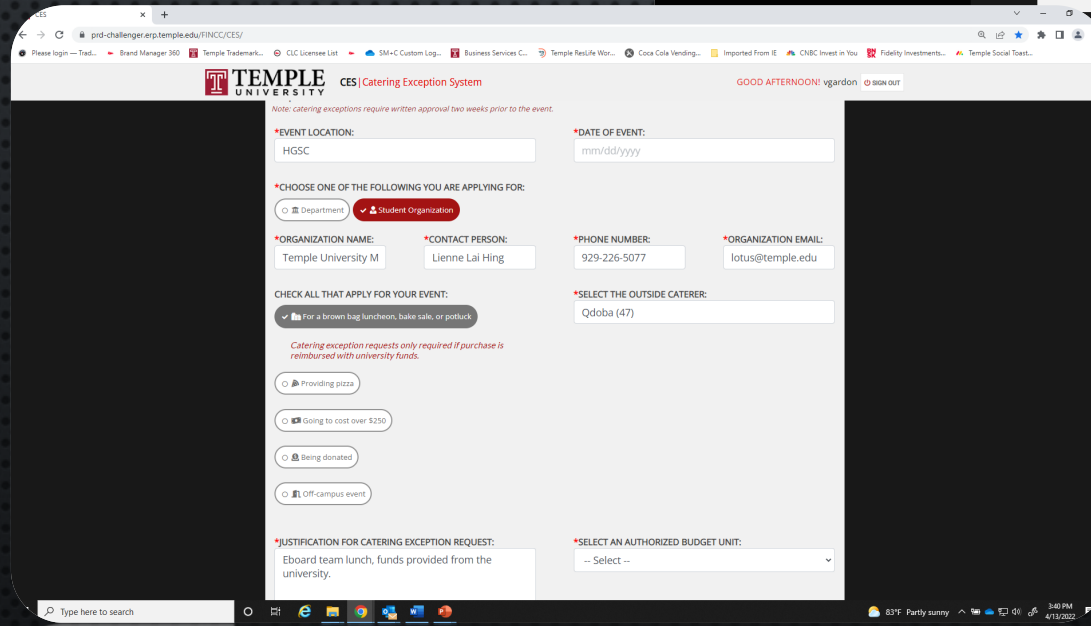
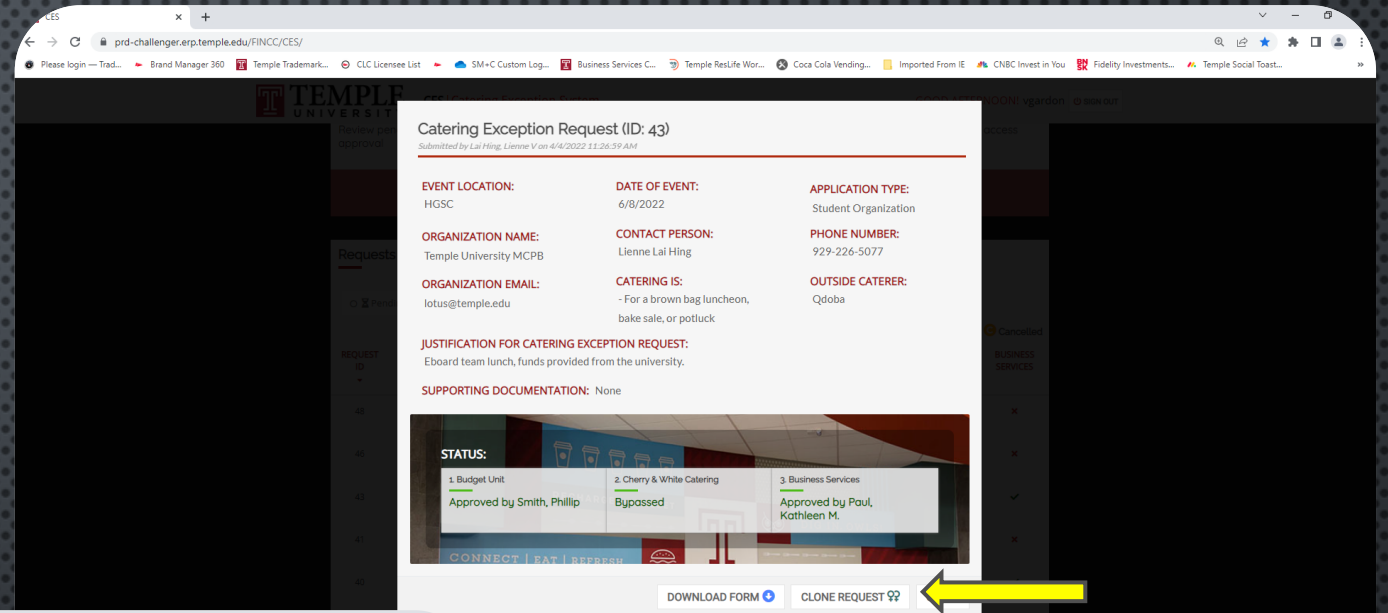
- Create Request:** Create a new request for your department or student organization. (Icon: +)
- Pending Requests:** Review pending requests. (Icon: Hourglass)
- Completed Requests:** Review completed or archived requests here. (Icon: Checkmark)

A yellow arrow points to the 'Completed Requests' window. Below these windows is a 'Requests' section with a filter for 'Completed Requests' and a search bar. The status legend includes 'Approved', 'Rejected', 'Pending', and 'Cancelled'. A message states: 'YOU CURRENTLY HAVE ZERO COMPLETED REQUESTS.'



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



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 NOT 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 Catering Exception System 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 will be available on the Business Services website under the "Catering Exception Policy" campus link. It can be emailed to catering.exception@temple.edu 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 Potlucks, Bake Sales and Brown Bag Luncheons?	Yes, provided you are using university funds to purchase your items and are seeking reimbursement.
7. Can I complete one form for multiple dates of events?	We ask that you complete one form for each event date.
8. What is a Certificate of Liability Insurance (COI)?	Any food product that is brought onto the university campus for events, conferences, seminars, etc., requires the off-campus caterer to provide (1) a copy of their Certificate of Liability Insurance, which must reflect a minimum of \$1 million in liability coverage, and (2) the certificate must list Temple university as an Additional Insured and Certificate Holder. The COI must be obtained directly from your caterer.
9. Do I need an exception approval and COI for an off-campus event using an off-campus caterer?	Yes. Catered off-campus events do require a CEF and vendor COI.
10. What qualifies as a catered off-campus event?	Events not hosted on Temple's domestic campuses that use a non-Aramark caterer/vendor, with expenses to be reimbursed with university funds. NOTE: Please review Temple's Travel and Expense Reimbursement Policy (T&E) to determine if your event instead falls under the University T&E Policy.
11. How long are COIs on file at the Office of Business Services?	COIs expire according to the policy effective & expiration dates.
12. Is a CEF required for donated food items?	Yes, a letter must be attached from the donor detailing what is being donated.



QUESTIONS?

Contact the Office of
Business Services:

215-204-3121

catering.exception@temple.edu

