• 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

- 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 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.
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.**
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
<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 <strong>NOT</strong> 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 will be available on the Business Services website under the “Catering Exception Policy” campus link. It 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 Potlucks, Bake Sales and Brown Bag Luncheons?</td>
<td>Yes, provided you are using university funds to purchase your items and are seeking reimbursement.</td>
</tr>
<tr>
<td>7. 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>
<tr>
<td>8. What is a Certificate of Liability Insurance (COI)?</td>
<td>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.</td>
</tr>
<tr>
<td>9. Do I need an exception approval and COI for an off-campus event using an off-campus caterer?</td>
<td>Yes. Catered off-campus events do require a CEF and vendor COI.</td>
</tr>
<tr>
<td>10. What qualifies as a catered off-campus event?</td>
<td>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 <a href="#">Travel and Expense Reimbursement Policy</a> [T&amp;E] to determine if your event instead falls under the University T&amp;E Policy.</td>
</tr>
<tr>
<td>11. How long are COIs on file at the Office of Business Services?</td>
<td>COIs expire according to the policy effective &amp; expiration dates.</td>
</tr>
<tr>
<td>12. Is a CEF required for donated food items?</td>
<td>Yes, a letter must be attached from the donor detailing what is being donated.</td>
</tr>
</tbody>
</table>
QUESTIONS?

Contact the Office of Business Services:

215-204-3121
catering.exception@temple.edu