

Lake Superior College Food Service Catering Procedures

1. Complete the [Special Expense Form](#) and the [Food Service Request Form](#)
2. Special Expense form must be signed by a Vice President or the President
3. Submit both form in person to MaryLee Dinehart or Catherine Carlson in the Food Service between the hours of 8 a.m. and 2 p.m.

No telephone, e-mail or mailbox orders will be accepted

- Prices do not include tax
- An additional fee will be assessed on a per order basis for any services requested for evenings or weekends. The norm for this fee is thirty percent of the price (to exclude tax and beverage)
- No items, including soda/juice/water, may be returned.
- All dishes, glassware, serving utensils, trays, coffee pots, water pitchers, etc. used for your catering event will be recorded. You are responsible for ensuring that all items are returned to Food Services after your event. Your cost center will be billed for any missing items.
- Special requests are welcome—we will make every effort to meet your needs.
- Items may not be borrowed from the kitchen, but Catherine Carlson will assist you if you want to purchase items for your department (e.g., water pitchers, coffee carafes, etc.)
- Catering requests submitted without a Special Expense or Presidential Expense form are subject to a 16A. See [Catering-Special Expense Procedures](#) on the Business Services web portal page: <https://employee.lsc.edu/Finance/default.aspx>

Thank you for using the LSC Catering Department!