Sodexo Management, Inc. Food Services Contract 11738
(Applies to all events held at ESU facilities)

Sodexo has exclusive rights to all University catering. According to the State contract “Food may not be brought into University facilities by any group or individuals for group consumption. Exceptions to this policy may be granted by the Director of the Memorial Union and should be limited to such items as wedding cakes, pre-packaged ethnic foods, and refreshments for University administrative staff. To better meet the needs of the University, the Contractor [Sodexo] will be expected to prepare ethnic cuisine as requested from international student groups for catered events. Sack lunches may be brought in by members of the University community for individual consumption.”

All catering requests need to be submitted to the Memorial Union’s Conference and Scheduling office.

Having entered into an exclusive food services contract with Sodexo, the following benefits are realized by ESU and its constituents:
1. Commissionable income from Sodexo catering & retail operations provides a subsidy to the student board rate to hold annual increases to a minimum.
2. Income from the daily board operation is largely used to fund the Center for Student Involvement and its programs.
3. Sodexo professional oversight protects guests as well as the University regarding food safety at ESU sponsored events.
4. Sodexo provides an annual $10,000 gift of services to Admissions to support recruiting and retention activities.
5. Sodexo supports and advises RSO events through a “Cost +10%” program designed to help stretch their activity budgets.
6. Sodexo provides important on-campus fund raising opportunities for RSO’s through its catering and concession operations.
7. Sodexo employs a large number of students, many of which are international students whose Visa will not allow them to work off campus.

Within the contract there is a list of very specific, limited areas that are exempt from the food services contract with Sodexo. Unless the area you are hosting an event falls within one of these locations, you need to contact Sodexo for services a minimum of 72 hours prior to the event. In rare cases an exception may be received from the General Manager of Sodexo. The request must be submitted and approved prior to the event. The approved exception will need to accompany all invoices submitted to Accounts Payable for processing. Invoices for the purchase of food or food services must be from Sodexo or have an approved exception accompanying the invoice to be paid with State funds. This same policy applies to RSO’s that hold events on the ESU campus.

Exception Policy:
1. You may submit a “request for exception” should you feel there are extenuating circumstances or a compelling reason to request an exception to the contract. Email your request to:
   Kim Reyes, General Manager, Sodexo Campus Service, kreyes@emporia.edu
2. Make your request no less than 2 weeks prior to your event.
3. Include all pertinent information so your request can be processed quickly. (i.e., date & time of event, expected attendance, purpose of event, is product donated or purchased, what is the unmet need requiring use of an off campus vendor, etc.)
4. Should your request be granted, Sodexo will notify you along with the Business office of that decision.
5. The Director of the Memorial Union in consultation with the General Manager for ESU dining will make the decisions regarding exceptions.

The next time you are organizing an event on campus, contact the MU Conference and Scheduling office in the beginning stages of your planning so catering needs can be addressed and successfully filled.

Contact ESU Purchasing; Dave Hendricks, Memorial Union Director; or Kim Reyes, General Manager, Sodexo Campus Service with questions.