
San Bernardino Valley College

Food Services

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valley college

Catering Procedures

Thank you for reaching out to Food Services for your catering needs. We look forward to making your event a successful one. Please read our Catering Procedures listed below:

The Event Slip is only a preliminary estimate. Please review it to ensure that your menu options are both satisfactory and within your budget. Most importantly, make sure the Event Date, Time, Location, and Planner/Department information are correct. We will gladly do revisions if they are requested in a timely fashion.

Once the estimate is satisfactory, you must confirm by signing and returning the event slip in person or attached to an email as a scanned pdf.

Food Services will NOT Schedule any event until Funding Requirements are met by the following methods:

- A Purchase Order with board approval if required by board policy 6925.
- Pepsi/Foundation funding with Executive approval
- Personal Check, Credit Card, or Cash due on or before day of the event.

Scheduling/Canceling Time Frame Chart:

Size of Event	Scheduling Deadline	Canceling Deadline
Small catering (cookies/coffee/juice/water) for up to 25 people	5 days in advance	2 days in advance
General catering for up to 25 people served	10 days in advance	5 days in advance
General catering for more than 25 people served	20 days in advance	10 days in advance

*1 day equals business day

Documented proof of funding must be provided to Food Services before the Scheduling Deadline.

Event cancelled after the Canceling Deadline will be Invoiced for any supplies purchased and/or labor expended.

All events will be issued an approved Catering Invoice after services are rendered. The funding department/program must submit the approved Catering Invoice to Accounts Payable upon receipt of services. You may request your approved Catering Invoice in advance if needed.

Please reach out to us in the days leading up to your event to ensure that all is on schedule, and that the set-up time and location are well coordinated. Make sure that appropriate table space is designated and accessible to at least one hour before the event.

If you have any questions or concerns, please reach out to us at any time. Thank you.