

Standard Operating Procedure

Subject: **Hospitality**

Source: Office of Student Life

Issue Date: 08/01/2023

Rationale: To provide guidelines for requesting hospitality.

Process:

1. Complete purchase request [Digital Purchase Order](#).
2. Required information:
 - a. Supplier
 - b. Quote
 - c. Date Needed

Please note:

- One week notice is preferred.
- Purchase request must be completed and approved prior to placing order.
- Hospitality policy, [Hospitality Expenditures: Policies: University Policies: Indiana University \(iu.edu\)](#)
- P-Card cannot be used for internal orders, such as IU Dining. [Restrictions \(iu.edu\)](#)
- IU has a contract with Coca Cola. We must purchase their products. [Non-Alcoholic Beverages \(iu.edu\)](#)
- Due to the difference in supplier requirements, the Finance Team will reach out for further instruction. However, a list of frequently used restaurants is provided below along with processing preferences.
- If serving alcohol, please refer to [Service of Alcohol: Policies: University Policies: Indiana University \(iu.edu\)](#). Complete this form for approval <https://forms.office.com/r/8Xuj6VAhJU>
- If hospitality expenses total \$2,500 or greater, you will need to request pre-approval [Hospitality \(indiana.edu\)](#).
- Pre-approved alcohol and/or food vendors, [Approved alcohol vendors \(iu.edu\)](#).

Restaurants

Aver's – Purchas Order

Baked Cookies – Purchase Order

Buffalouie’s – Purchase Order

Chipotle – P-card only. Must pick up and pay at the store in order to receive sales tax exemption.

Crumbl – Purchase order (Catering Only)

Gables Bagels – Purchase Order

Parlor Donuts – P-card only

Mother Bear’s – Purchase Order

Noodles – Purchase Order

Panera – Purchase Order (Catering Menu)

Pizza X- Purchase Order

Potbelly – Purchase Order

Qdoba – Purchase Order

***All of the above is subject to change.