



Facility Rental

- Events: Non-Food vendors
- **Facility request form required**
- Certificate of Insurance required
- Examples: All space usage outside of scheduled classes.

Food Purchase for Events and Meetings

- **4410 Spend Category**
- May purchase using a **PO or Pcard**
- Must be pre-packaged/ pre-made/ ready to serve
- **Food Form required** – Submit ONE form per semester or fiscal year with estimated event amounts and list vendors. **Do not wait until the last minute to submit this form.**
- Example: Student Out Reach Events for Fall semester: 10/1 \$100 Costco: Pizza for High School Orchestra partnership program, 11/15 \$60 Golden Bagel for Event “XXXXX”, 12/5 \$100 Smart & Final: muffins/ croissants/ juice for 150 students, then include the event flyers.



Classroom Produce for Instruction and Food Pantry

- 4310 Spend Category
- No Food Form
- Instruction supplies is not for consumption



Catering Services

- **5120 Spend Category**
- Request quote
 - When Genuine Foods cannot meet catering needs, a **Professional Service Contract and Requisition is required.**
 - Health Permit and Certificate of Insurance Required
 - For all vendors who will prepare or serve food on District Property. Examples: Food Trucks, Taco Bars, Ice Cream Truck, staffed catered tables.
 - For Grossmont College ONLY: Orders under \$300 are not required to use Genuine Foods.

Preparing food outside of a contract or a culinary classroom for consumption is prohibited

High School Student Events

- Partnership Programs: Outside District COI is required. When minors are accompanied by partnering District, that District is solely responsible for their minors.
- <https://www.gcccd.edu/purchasing-contracts/gcccd-employee-information/policy-and-procedure.php>
- **Facility request form required**

