

## Sodexo Catering (On-Campus Caterer)

The easiest way to purchase food for your events is to order from the on-campus caterer, Special Occasions Catering, also known as Sodexo. Sodexo offers two types of catering: regular and Shoestring Menu orders.

1. For regular catering orders (including Flavours Catering, Wellness Menu, and Community Catering), Sodexo will deliver the food to your event, set up, and clean up afterward. For regular catering, you must place your order on-line at <https://masoncatering.catertrax.com/>.

During the checkout process:

- a. Select "State Account" as the "Payment Method."
- b. List your organization code (six-digit account number starting with "610xxx") as the "State Account Number." (The website requires that you list the number as "6-10xxx".)
- c. Select "Student Club Function" as the "Purpose of Event."
- d. Fill in the "Name of the Event" and "Event Description."
- e. List [sibudget@gmu.edu](mailto:sibudget@gmu.edu) as the "Other Approver."

If when you enter in the catering order, your RSO has not already secured funding to pay for it, you must list the following in the "Special Instructions" box: **TENTATIVE ORDER: Funding source is still being finalized.** After your RSO has secured funding (either SFB or SGR), you will need to contact the Catering office at (703) 993-3302 or [catering@gmu.edu](mailto:catering@gmu.edu) at least five full business days before your event to confirm catering services. Catering orders, which are submitted or approved with less than five full business days prior notice, may not be processed or may incur a late fee.

2. Sodexo's Shoestring Menu order is less expensive, because you supply the labor. You must pick up your order at the Catering office, set up your event, and return the serving utensils to the Catering office afterward.

To place a Shoestring Menu order:

- a. E-mail [sibudget@gmu.edu](mailto:sibudget@gmu.edu) to obtain a copy of the current Shoestring Catering Order Form.
- b. Fill out the order form.
- c. E-mail it back to [sibudget@gmu.edu](mailto:sibudget@gmu.edu) at least two (2) weeks before your event.
- d. We will approve your order and send it to the Catering office on your behalf.

For both regular and Shoestring Menu catering orders, Sodexo will automatically charge your RSO account.