

Mason Catering (Sodexo)

RSOs may use their organization code to order catering from the on-campus caterer Sodexo. Sodexo offers two types of catering for RSOs: regular and Shoestring orders.

REGULAR CATERING: Sodexo will deliver the food to your event, set up, and clean up afterwards.

Instructions

1. Go to the Mason Catering website (<https://masoncatering.catertrax.com/>) to submit your online catering order.
2. During the checkout process
 - a. Select "State Account" as the "Payment Method."
 - b. List your RSO's organization code (i.e., six-digit account number, starting with "61xxx") 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 as the "Other Approver."
3. Your catering order (a copy of which will be sent to you) will be routed to sibudget@gmu.edu for approval. After your event Mason Catering will invoice the University for the cost of the catering; the expense will debit your RSO account approximately a month later.

Note: 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 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.

SHOESTRING CATERING: Your RSO picks up the catering order from the Catering office and sets it up at the event, cleaning up and returning the serving utensils to the Catering office afterwards. This option is less expensive, because your RSO supplies the labor.

Instructions

1. E-mail sibudget@gmu.edu to obtain a copy of the current Shoestring Catering Order Form.
2. Fill out the order form.
3. E-mail it back to sibudget@gmu.edu at least two weeks before your event. We will approve your order and send it to the Catering office on your behalf. After the event Mason Catering will invoice the University for the

cost of the catering; the expense will debit your RSO account approximately a month later.

For more information, visit: <https://masoncatering.catertrax.com/>.