

Mason Catering (Sodexo)

RSOs may use their organization code to order catering from Mason Catering (Sodexo). Mason Catering offers two types of catering for RSOs: regular catering and Shoestring Menu orders.

REGULAR CATERING: Mason Catering will deliver the food to your event, set it up, and remove it afterwards.

Instructions

1. Go to the Mason Catering website (<https://masoncatering.catertrax.com/>) to submit your online catering order.
2. During checkout
 - 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 "6-1xxx".)
 - c. Fill in the "Name of the Event" and "Event Description."
 - d. List sibudget@gmu.edu as the "Fund/Org Approver." (NOTE: This information is mandatory; you won't be able to proceed with the catering order if this part is not completed.)
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: Although catering orders should be submitted as soon as possible (in order for the Mason Catering office to reserve your order on their catering calendar), if your RSO has not already secured funding to pay for it, you must list the following statement in the "Special Instructions" box: *TENTATIVE ORDER: Funding source is still being finalized.* After your RSO has secured SFB funding, you will need to contact the Mason Catering office at (703) 993-3302 or catering@gmu.edu at least 5 business days before your event to confirm the catering order.

Catering orders, which are submitted or approved less than 5 business days before an event, may not be processed or may incur a late fee.

SHOESTRING CATERING: Your RSO picks up the catering order from the Mason Catering office and sets it up at the event, cleaning and returning the serving utensils to the Mason Catering office afterwards. This option is less expensive, because your RSO provides 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 2 weeks* prior to your event. We will approve your order and send it to the Mason 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/>.