



Policy Number: 2.020
Originating Office: Sodexo Campus Catering
Responsible Executive: VP of Finance & Administration
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Sodexo Campus Catering

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I. REASON FOR THIS POLICY

The University of South Dakota entered into an Agreement with Sodexo America, LLC on March 23, 2022, as its exclusive agent to catering. The University retains Sodexo to manage and operate all catering services for its student, employees and guests.

II. STATEMENT OF POLICY

Sodexo America, LLC is the University's exclusive agent for all functions such as catering banquets, private parties, special events, camps and conferences or other special events as requested of the contractor of on-campus events.

Sodexo has first right of refusal on events that require professional catering service held on the campus. Exceptions to the exclusive right provisions area as follows:

- Sodexo may be asked, but does not have the exclusive right, to provide catering for USD events

held off-campus.

- Ethnic food events, occasional bake sales, pot lucks, fund raisers, and other events sponsored by USD approved students and student groups must get exemption approval from the Campus Dining Office. Groups having approval to sell or give away food and beverages shall be encouraged to consider purchasing products from Sodexo.
- Candy, gum, mints, snacks, etc., sold in the bookstore operated by another contractor or USD

Student Organizations

Student organization programming involving food are subject to the following guidelines:

- Sodexo has the exclusive right to provide food on campus as outlined in the contract with SDBOR and USD. Student organizations should ask for the student guide menu and pricing and place orders 30 days in advance whenever possible. The student guide costs mean students pick up food and provide own table covering, set up and serve their own food. Food amounts will be exact to what you order. The guide should be reviewed carefully.
- If a student group wants to get food from an off-campus vendor due to cost, authentic cuisine, etc. they must complete an exemption form. Important things to remember:
 - Goods must be transported by the restaurant and be certified safe upon arrival to campus by temperature checks.
 - The exemption must include why you wish to go off campus, how food will be transported, cost differential comparing Sodexo, off campus vendor and importance to event.
 - Forms should be submitted to Julia Neer, Sodexo manager at USD.
- Any student group wanting to do a pot luck, will provide food and assume liability for food safety, must go through training to ensure safe food.
https://onfocussolutions.com/exam_reg/?ee=2874.
 Training cost is \$15.95 as of July 2024 and is good for 3 years. You must show certification to Dean of Students office for approval.
- Student groups can use chaffing dishes, hot boxes and thermal boxes to transport food from Sodexo if they are available – contact the Sodexo Campus General Manager.
- Students groups who want to cook for an event, may be able

to use the Sodexo kitchen – but only if all food and ingredients are sourced through Sodexo.

- For reimbursement – students must submit receipt and certification for the \$15 course. For food items must submit a signed receipt that is itemized.

Guidelines and conditions related to Sodexo Catering may be found on the [Catertrax](#) site.

III. DEFINITIONS

Not applicable.

IV. PROCEDURES

The University will prohibit the use of outside catering vendors, other than Campus Catering, anywhere on property controlled by the University. Exemptions can be granted by the contractor and/or client on case by case basis. An exemption request form will need to be completed and approved by Coyote Catering prior to the event. Please email USDCatering.USA@sodexo.com to request the form.

Events involving alcohol must follow all processes in USD Policy [2.050](#), and have appropriate authorization from the University President. Sodexo has the right to sell and serve alcoholic beverages for most authorized events.

V. RELATED DOCUMENTS, FORMS AND TOOLS

[USD Policy 2.050 Sale of Alcoholic Beverages](#)

[Coyote Catering/Catertrax](#)

[Food and Safety Training](#)

[USD Involved Sodexo Coyote Dining and Catering](#)

Please refer to the contract agreement for manual food service between The University of South Dakota and Sodexo America, LLC for further details.