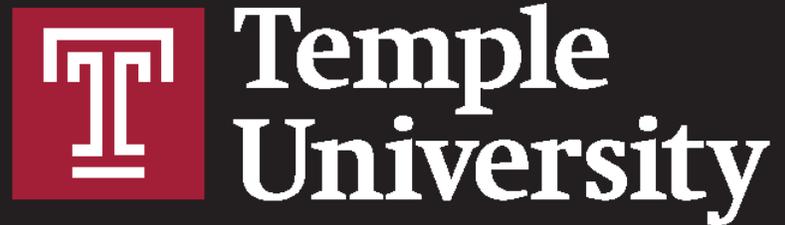


TEMPLE UNIVERSITY CATERING EXCEPTION SYSTEM

TUTORIAL



TUTORIAL TOPICS

(CLICK ON EACH CATEGORY TO GO DIRECTLY TO THE TOPIC)

[Log In](#)

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[Pending Requests Review](#)

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LOG IN

• GO TO: [HTTPS://PRD-CHALLENGER.ERP.TEMPLE.EDU/FINCC/CES/](https://PRD-CHALLENGER.ERP.TEMPLE.EDU/FINCC/CES/)

• LOG IN WITH YOUR TEMPLE UNIVERSITY USERNAME AND PASSWORD

FOR BEST RESULTS, USE THE GOOGLE CHROME WEB BROWSER

TEMPLE UNIVERSITY CES | Catering Exception System © CES TUTORIAL

Create Request
Create a new request for your department or student organization

Pending Requests
Review pending requests

Completed Requests
Review completed or archived requests here

Request Form
Note: catering exceptions require a

*EVENT LOCATION:
Building/Room

*CHOOSE ONE OF THE FOLLOWING

Department Student

*CHECK ALL THAT APPLY FOR THIS REQUEST

Going to cost over \$500

Food/Drink items will be purchased from an outside vendor

Event location is Student Center/Mitten Hall/Morgan Hall/Outdoor Campus Location

Off-campus catered event

CES | Catering Exception System

In compliance with Temple University's policies, the following system is to be used to obtain exceptions to utilize food services from an outside vendor. For full details, please visit the university's Business Services Catering Exception Policy webpage. Sign in to begin.

Login with your AccessNet Username and Password

USERNAME:
[Input Field]

PASSWORD:
[Input Field]

LOGIN

Need Login Help? CES Tutorial



CREATING A CATERING EXCEPTION REQUEST

The screenshot shows the Temple University Catering Exception System interface. At the top, the Temple University logo is on the left, and the system name 'Catering Exception System' is in the center. On the right, there is a user greeting 'GOOD AFTERNOON! vgardon' and a 'SIGN OUT' link. Below the header, there are three main navigation buttons: 'Create Request' (with a plus icon), 'Pending Requests' (with an hourglass icon), and 'Completed Requests' (with a checkmark icon). The 'Create Request' button is highlighted with a yellow arrow. Below these buttons is the 'Request Form'. The form includes a note: 'Note: catering exceptions require approval two weeks prior to the event.' The form fields are: '*EVENT LOCATION:' (text input with placeholder 'Building/Room'), '*DATE OF EVENT:' (text input with placeholder 'mm/dd/yyyy'), '*CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:' (radio buttons for 'Department' and 'Student Organization'), '*CHECK ALL THAT APPLY FOR YOUR EVENT:' (checkboxes for 'Going to cost over \$500', 'Food/Drink items will be picked up or delivered to campus', 'Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location', and 'Off-campus catered event'), '*SELECT THE OUTSIDE CATERER:' (dropdown menu with '-- Select --'), '*JUSTIFICATION FOR CATERING EXCEPTION REQUEST:' (text area with example text 'Example: Type of Event; Total Purchase Cost, etc.'), and '*SELECT AN AUTHORIZED BUDGET UNIT:' (dropdown menu with 'Please select an application type above'). At the bottom of the form, there is a section for 'ADDITIONAL SUPPORTING DOCUMENTATION:' with a 'Select Your File:' button and an upload icon. A red bar at the bottom of the form contains 'SUBMIT' and 'CANCEL' buttons. A small note '*INDICATES REQUIRED FIELD' is at the bottom right of the form area. The Windows taskbar is visible at the bottom of the screen.

THE HOME PAGE SHOWS ALL AVAILABLE SYSTEM FUNCTIONS

SELECT “**CREATE REQUEST**” TO BEGIN A NEW EXCEPTION REQUEST FORM



CREATING A CATERING EXCEPTION REQUEST

- INCLUDE ALL PERTINENT EVENT DETAILS (I.E. - EVENT DATE AND LOCATION)

NOTE: YOU CANNOT SELECT MULTIPLE DATES ON A SINGLE REQUEST FORM. YOU MUST SUBMIT EACH EVENT INDIVIDUALLY THROUGH THE "CLONE REQUEST" OPTION (KEEP READING!)

- SELECT ALL EXCEPTION SCENARIOS APPLICABLE TO YOUR EVENT; ALL CHOICES ARE OPTIONAL

- SELECT YOUR OUTSIDE CATERER FROM THE DROP-DOWN BOX. IF YOUR CATERER IS NOT AN OPTION, YOU CAN ADD A NEW CATERER BY SELECTING "ADD A NEW OUTSIDE CATERER" FROM THE DROP-DOWN BOX

- INCLUDE A JUSTIFICATION/REASON FOR YOUR EXCEPTION REQUEST

- SELECT YOUR AUTHORIZED BUDGET UNIT/REQUEST APPROVER FROM THE DROP-DOWN BOX. APPROVER OPTIONS ARE POPULATED BASED ON YOUR USER/PASSWORD

- SELECT "SUBMIT" TO FORWARD THE REQUEST TO YOUR APPROVER. SELECT "CANCEL" TO CANCEL THE REQUEST

DON'T FORGET TO ATTACH YOUR ADDITIONAL SUPPORTING DOCUMENTATION!

TEMPLE UNIVERSITY CES | Catering Exception System @ CES TUTORIAL GOOD AFTERNOON! vgardon SIGN OUT

Create Request
Create a new request for your department or student organization

Pending Requests
Review pending requests

Completed Requests
Review completed or archived requests here

Request Form
Note: catering exceptions require approval two weeks prior to the event.

*EVENT LOCATION: Building/Room

*DATE OF EVENT: mm/dd/yyyy

*CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:
 Department Student Organization

*CHECK ALL THAT APPLY FOR YOUR EVENT:
 Going to cost over \$500
 Food/Drink items will be picked up or delivered to campus
 Event location is Student Center/Mitten Hall/Morgan Hall/Outdoor Campus Location
 Off-campus catered event

*SELECT THE OUTSIDE CATERER: -- Select --

NOTE: Bake Sales, Brown Bag Luncheons, Donated Food Items, Pizza Purchases and Potlucks do not require a catering exception approval.

*JUSTIFICATION FOR CATERING EXCEPTION REQUEST:
Example: Type of Event; Total Purchase Cost, etc.

*SELECT AN AUTHORIZED BUDGET UNIT:
Please select an application type above

ADDITIONAL SUPPORTING DOCUMENTATION:
Select Your File:

*INDICATES REQUIRED FIELD

SUBMIT CANCEL



PENDING REQUESTS REVIEW

- THE INITIATOR AND ALL APPROVERS WILL RECEIVE EMAIL NOTIFICATIONS AT EACH STAGE OF REVIEW/APPROVAL
- ONCE SUBMITTED, YOUR REQUEST CAN BE VIEWED IN THE “PENDING REQUESTS” WINDOW
- YOU CAN ALSO VIEW A SUMMARY OF EVENT DETAILS, INCLUDING WHERE THE REQUEST IS IN THE APPROVAL PROCESS
- APPROVERS MAY SEE ADDITIONAL TABS IF THERE ARE REQUESTS PENDING REVIEW OR APPROVAL. APPROVERS WILL ALSO SEE ALL APPROVED/REJECTED REQUESTS THEY HAVE REVIEWED

The screenshot displays the user interface for the Temple University Catering Exception System (CES). At the top, the header includes the Temple University logo, the text "CES | Catering Exception System", a "CES TUTORIAL" link, the user's name "GOOD AFTERNOON! vgardon", and a "SIGN OUT" button. Below the header, there are three main navigation cards: "Create Request" (with a plus icon), "Pending Requests" (with an hourglass icon), and "Completed Requests" (with a checkmark icon). A yellow arrow points to the "Pending Requests" card. Below these cards is a "Requests" section with a tabbed interface. The "Pending Requests" tab is selected. Below the tabs is a search bar labeled "Filter by keyword..". To the right of the search bar are status filters: "Approved" (green checkmark), "Rejected" (red X), "Pending" (blue question mark), and "Cancelled" (orange circle). Below the filters, a message states "YOU CURRENTLY HAVE ZERO PENDING REQUESTS."



COMPLETED REQUESTS REVIEW

- THE “COMPLETED REQUESTS” WINDOW SHOWS ALL COMPLETED AND ARCHIVED REQUESTS
- THE COMPLETED REQUESTS ARE ALSO VIEWABLE BY CLICKING ON THE “COMPLETED REQUESTS TAB”

The screenshot displays the Temple University Catering Exception System (CES) interface. At the top, the header includes the Temple University logo, the text 'CES | Catering Exception System', a 'CES TUTORIAL' link, and user information: 'GO TO AFTERNOON! tuc46361' and a 'SIGN OUT' button. A yellow arrow points to the 'Completed Requests' tab, which is highlighted in red. Below the header are three main navigation cards: 'Create Request' (with a plus icon), 'Pending Requests' (with an hourglass icon), and 'Completed Requests' (with a checkmark icon). The 'Completed Requests' card is active. Below these cards is a 'Requests' section with a tabbed interface. The 'Completed Requests' tab is selected. It features a search bar labeled 'Filter by keyword..' and a legend for request statuses: 'Approved' (green checkmark), 'Rejected' (red X), 'Pending' (blue question mark), and 'Cancelled' (orange circle). At the bottom of the 'Requests' section, a message states: 'YOU CURRENTLY HAVE ZERO COMPLETED REQUESTS.'



ADDING AN OUTSIDE CATERER

- NEW OUTSIDE CATERERS CAN BE ADDED BY SELECTING “**ADD A NEW OUTSIDE CATERER**” FROM THE DROP-DOWN BOX

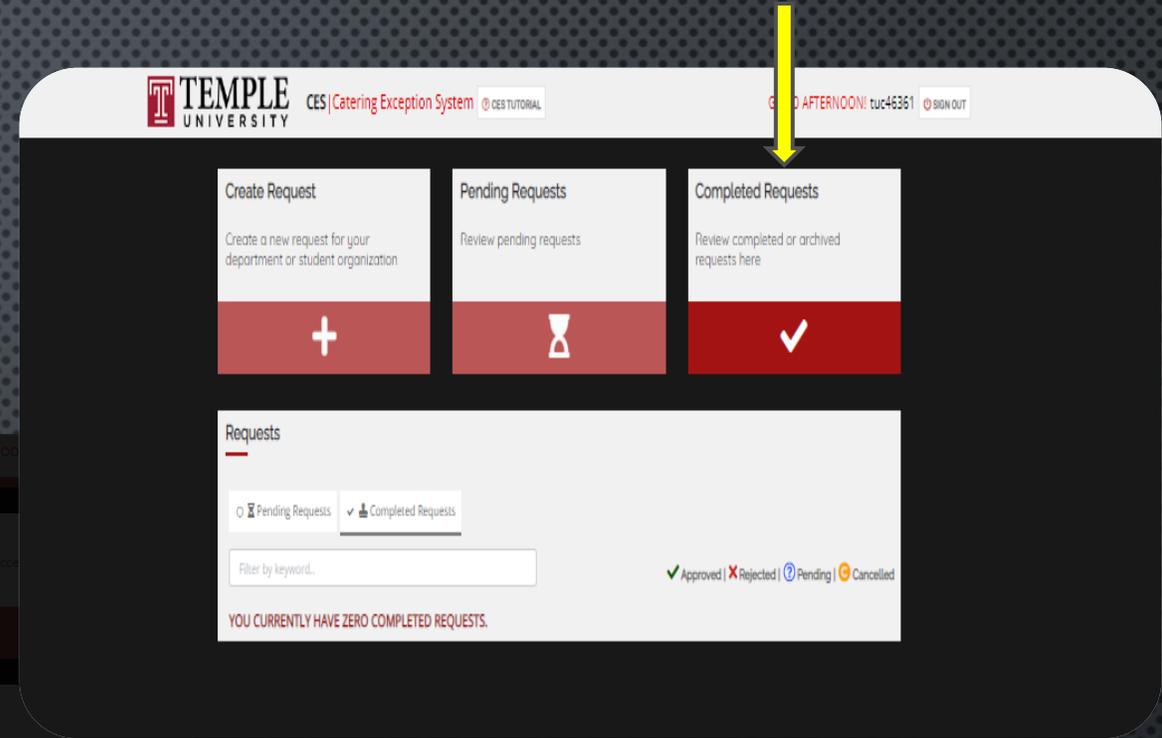
- ENTER YOUR CATERER’S NAME, CONTACT INFORMATION, AND UPLOAD THEIR CERTIFICATE OF LIABILITY INSURANCE FORM (COI). PLEASE OBTAIN THE COI DIRECTLY FROM YOUR CHOSEN CATERER

- YOU MUST COMPLETE THE ENTIRE FORM AND SELECT “**SUBMIT**” TO INCLUDE THE NEW CATERER INFORMATION AS A PART OF YOUR REQUEST

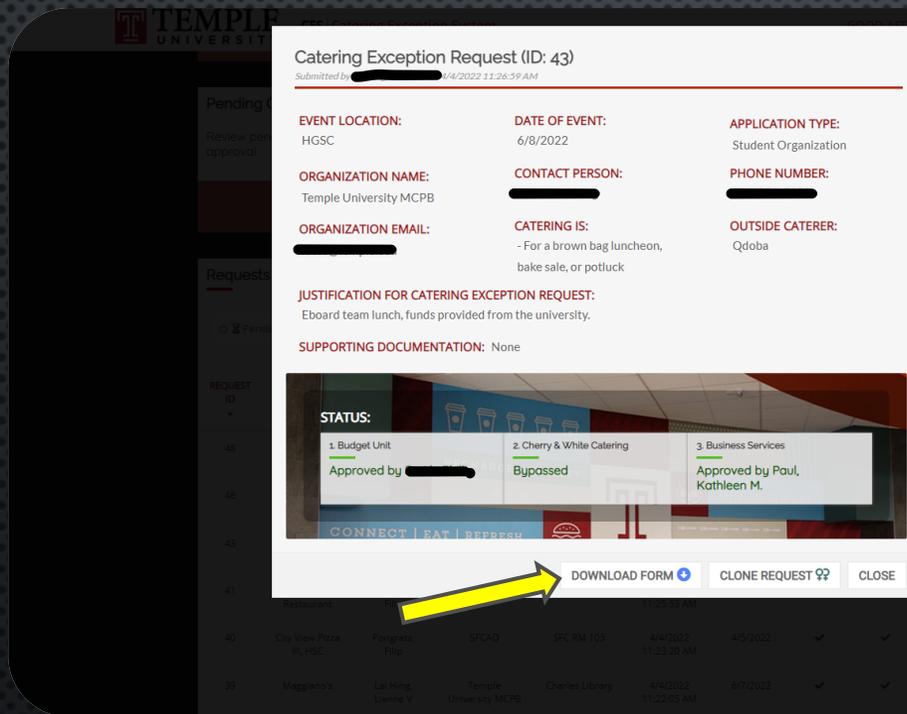


COMPLETED REQUEST DOWNLOADS AND CLONING

TO DOWNLOAD YOUR APPROVED REQUEST FORM, CLICK ON THE “COMPLETED REQUESTS” WINDOW



- SELECT YOUR REQUEST AND CLICK “DOWNLOAD FORM”
- THE COMPLETED FORM WILL DOWNLOAD INTO A WORD DOCUMENT FOR YOUR RECORDS



COMPLETED REQUEST DOWNLOADS AND CLONING

MULTI-DATE EVENT REQUESTS CANNOT BE COMPLETED IN A SINGLE FORM. YOU MUST SUBMIT EACH EVENT SEPARATELY. TO DO SO, CLICK **“CLONE REQUEST”** TO AUTO-POPULATE A NEW FORM WITH THE SAME INFORMATION FROM YOUR PREVIOUSLY APPROVED/COMPLETED REQUEST.

Request Form
Note: catering exceptions require written approval two weeks prior to the event.

*EVENT LOCATION: [EVENT LOCATION]
*DATE OF EVENT: [mm/dd/yyyy]

*CHOOSE ONE OF THE FOLLOWING YOU ARE APPLYING FOR:
 Department Student Organization

*ORGANIZATION NAME: [ORG NAME] *CONTACT PERSON: [CONTACT PERSON] *PHONE NUMBER: [PHONE NUMBER] *ORGANIZATION EMAIL: [ORG EMAIL]

CHECK ALL THAT APPLY FOR YOUR EVENT (OPTIONAL):
 Going to cost over \$500
 Event location is Student Center/Mitten Hall/ Morgan Hall/Outdoor Campus Location

You must contact the Student Center Operations Event Management team to confirm your space and notify of the catering exception. Call 215-204-7131 or email Hgscres1@temple.edu.

Off-campus catered event

NOTE: brown bag luncheons, bake sales, and potlucks do not require a catering exception approval.

*JUSTIFICATION FOR CATERING EXCEPTION REQUEST:
We wanted to get soda for our event which isn't provided by cherry and white. We already got approved for pizza, but we forgot to get the soda, and wanted to add that on. We would pay for that with our club budget that we raised ourselves.

*SELECT AN AUTHORIZED BUDGET UNIT:
-- Select --

Catering Exception Request (ID: 2188)
Submitted by [redacted] on 3/2/2023 9:52:07 AM

EVENT LOCATION: Honeygrow	DATE OF EVENT: 3/8/2023	APPLICATION TYPE: Department
DEPARTMENT NAME: [redacted]	CONTACT PERSON: [redacted]	PHONE NUMBER: [redacted]
DEPARTMENT EMAIL: [redacted]	CATERING IS: - Off-campus event	OUTSIDE CATERER: Honeygrow

JUSTIFICATION FOR CATERING EXCEPTION REQUEST:
Search committee meeting with a candidate off campus for lunch. Expenditure will be well under \$250.

SUPPORTING DOCUMENTATION: None

STATUS:

1 Budget Unit Approved by [redacted]	2 Cherry & White Catering Bypassed	3 Business Services Approved by Kathleen Paul
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DOWNLOAD FORM [icon] CLONE REQUEST [icon]

- THE SYSTEM WILL GENERATE A NEW REQUEST FORM WITH THE AUTO-POPULATED INFORMATION FOR YOU TO EDIT AND RESUBMIT



FREQUENTLY ASKED QUESTIONS

Questions	Answers
1. What is a catering exception form (CEF)?	The catering exception form must be completed if a department or student organization is hosting an event whose food/drink will NOT be provided by Temple's preferred catering company, Aramark/Cherry & White Catering.
2. How can I access the online version catering exception form?	Go to the Catering Exception System website and sign in using your Temple username and password.
3. How can I access the catering exception form if I am a group/organization outside of Temple University?	A paper version of the exception form is available on the Catering at Temple website. Completed forms can be emailed to catering.exception@temple.edu or faxed to (215) 204-7193.
4. How much notice does Business Services require to review/approve a CEF?	At least two weeks prior to the event date.
5. How long does it take for an approval?	Approximately 1 to 3 days, depending on how quickly approvers review/approve each submission.
6. Is a CEF required for Bake Sales, Brown Bag Lunches, Donated Food, Pizza Purchases or Potlucks?	No. A catering exception approval is not required.
7. What is a Certificate of Liability Insurance (COI)?	Under qualifying circumstances where any food product and/or alcohol are brought onto the university campus(es) by an outside caterer for meetings, events, conferences, seminars, etc., the off-campus caterer must provide a copy of their Certificate of Liability Insurance, which can be obtained directly from your caterer. The COI must reflect a minimum of \$1 million in liability coverage and it must list Temple University as an Additional Insured and Certificate Holder.
8. Do I need an exception approval and COI for an off-campus event using an off-campus caterer?	Yes. Under qualifying circumstances, catered off-campus events do require a CEF and vendor COI. More information is available on the Catering at Temple website.
9. What qualifies as a catered off-campus event?	Events not hosted on Temple's domestic campuses that use a non-Aramark, third party caterer for food/alcohol purchases, with expenses to be reimbursed with university funds. NOTE: Please review Temple's Travel and Expense Reimbursement Policy (T&E) to determine if your event instead falls under the University T&E Policy.
10. How long is a COI on file at the Office of Business Services?	A COI expires according to the policy effective & expiration dates.
11. Can I complete one form for multiple dates of events?	We ask that you complete one form for each event date.



QUESTIONS?

Contact the Office of
Business Services:

215-204-3121

catering.exception@temple.edu

