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## CAMPUS CORRESPONDENCE

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**To:** Daniel T. Layzell, Executive Vice President  
Finance and Administration/CFO

**Date:** 10/31/2019

Donna K. Torres, Associate Vice President  
Accounting Services

**From:** Sally McKechnie, Assistant Vice President  
Procurement & Property Management

**Subject:** Using Special Meal Limits for Catered Events

In an effort to support the growing demand of hosted meetings, conferences and events in which food is being served, Procurement has contracted an e-commerce platform to assist the campus with catered events.

PM 13 - University Travel Regulations defines 'Special Meals', in which LSU has authority through a previous delegation from the State, where the special meals rate is identified and approved as the maximum allowable rate per person. The special meals rate is intended to ensure food prices remain competitive.

I am requesting approval to use the special meal rates as the basis of catering as opposed to obtaining three competitive bids regardless of the source of funds.

The bidding process for catered events is challenging in regards to each caterer's unique style of food preparation, quality, service, and delivery time. Many attributes of an order may not be determined until just days prior to the event while others may require the caterer have more time to ensure compliance with the event requirements and University policy.

LSU and America-To-Go (ATG), a competitively procured catering e-Procurement platform provider, have developed a partnership in which ATG will manage the caterer-licensing program on behalf of LSU in accordance with University policies (travel, risk and procurement). In the ATG platform, controls have been configured to enforce the special meal limits of which departments cannot exceed when placing orders. Use of the ATG platform allows LSU to take advantage of the streamlined efficiencies of Workday supplier websites (ease of shopping/ordering, audit trail, and soft cost savings by decreasing P-card reconciliation and administrative review).

Departments may only use licensed caterers for meals served on campus and are required to adhere to the Accounts Payable & Travel rules regarding the AS499 for auditing purposes.

Your favorable consideration of this request is appreciated.

SM:sk  
Encl.