

## **FOOD VENDOR POLICY**

1. What food vendors can I use?

### **MBJ Food Services & Justino's Pizzeria**

*The preferred vendors for food are MBJ Food Services and Justino's Pizzeria.*

*Please contact **MBJ Food Services** at (212) 484-1333 for further information on menus and catering orders. MBJ Food Services is located on the 2nd floor of the new building.*

*Please contact **Justino's Pizzeria** at (212)-582-1222 for further information on menus and catering orders. Justino's Pizzeria is located at 881 10th Ave, New York, NY 10019.*

### **Food Vendors other than MBJ Food Services & Justino's Pizzeria**

*Food vendors with the exception of MBJ Food Services and Justino's Pizzeria are considered an "outside food vendor". All outside food vendors must be approved by the Student Activities Association, Inc. Business Office prior to ordering food. All food vendors need to be registered in CUNYBuy and must have valid insurance and permits (see outside vendor check list).*

2. How do I place an order for MBJ Food Services and Justino's Pizzeria?  
*A catering request form must be submitted to [saabofirms@jjay.cuny.edu](mailto:saabofirms@jjay.cuny.edu) for approval before ordering from MBJ Food Services and Justino's Pizzeria. Student organizations/departments are responsible for submitting approved catering forms to food vendors.*
3. What paperwork do I need to submit to process payment(s) to MBJ Food Services and Justino's Pizzeria?

*Submit the following documents in PDF Format to [saabofirms@jjay.cuny.edu](mailto:saabofirms@jjay.cuny.edu).*

#### **Check Request Form**

One check request form per vendor (note: please make sure the vendor accepts checks as payment and/or has ACH wire set up as a payment option prior to submission)

#### **Vendor Invoice or Receipt**

#### **Event Attendance Form**

#### **Event Flyer/Memorandum**

Flyer advertising the planned activity or memorandum detailing the reason for utilizing the particular vendor is required

4. What is the approval process for an outside food vendor?

#### **Step 1: Vendor Id Check**

Entities need to confirm their vendor of choice has a Vendor ID in CUNYBuy. Vendors without a CUNYFirst ID need to be registered within CUNYBuy. Please refer to New Vendor Request process on our website for the required information needed to register a new vendor in CUNYBuy.

#### **Step 2: Email Supporting Documents**

Entities need to email [saabofirms@jjay.cuny.edu](mailto:saabofirms@jjay.cuny.edu) with the documents from the Outside Food Vendor Checklist, located on the following page.

#### **Step 3: Requisition**

Once supporting documents have been reviewed and approved, the entity will be notified to enter a requisition on CUNYFirst.

#### **Step 4: Payment**

Payment will be processed within five (5) to ten (10) business days after a receipt is entered into CUNYFirst after food has been delivered.

## **OUTSIDE FOOD VENDOR CHECKLIST**

*The outside food vendor check list is an outline of the documentation required for approval of a department or organization food request. The following documents should be submitted in PDF Format to [saaboforms@jjay.cuny.edu](mailto:saaboforms@jjay.cuny.edu) at least 15 business days in advance for an event regarding outside food vendors. Forms are available at [www.jjay.cuny.edu/saabo](http://www.jjay.cuny.edu/saabo)*

### **Vendor registration**

*If the vendor you wish to work with is not in CUNYBuy (does not have a CUNY Vendor ID), please email [saabo@jjay.cuny.edu](mailto:saabo@jjay.cuny.edu) with the vendor contact information (legal name, active email address & active phone number) to allow the SAA Business Office to submit a new vendor request. The CUNY Vendor Management Unit (VMU) will email the vendor with a CUNYBuy portal registration link. Vendors are encouraged to complete their registration process within one (1) week from receiving their registration link. CUNYBuy Vendor Management Unit approval takes (48-72) hours to process.*

### **Food Service Establishment Permit (NYC Department of Health and Mental Hygiene (DoHMH))**

### **Food Protection Certificate (NYC Department of Health and Mental Hygiene (DoHMH)) Certificate of Authority from the New York State Department of Taxation**

### **Certificate of Liability Insurance with a minimum coverage of \$2,000,000.00**

### **Invoice or Receipt**

*Invoice itemizing the food order or the receipt*

### **Oral Bid Form**

*This form is required when a purchase from a vendor is \$250.00 and above*

### **Check Request Form**

*One check request form per vendor (note: please make that the vendor accepts checks as payment prior to submission)*

### **Event Attendance Form**

### **Flyer/Memorandum**

*Flyer advertising the planned activity or memorandum detailing the reason for utilizing the particular vendor is required*

## **IMPORTANT!**

As a general rule - **do not sign anything**. Anything in writing can be deemed a contract or a commitment – quotes, invoices, letters, letters of intent, memoranda of understanding, purchase orders, work scopes, work orders, service agreements, vendor letters, vendor terms and conditions, agreements, letter agreements, vendor agreements, etc.