



KEAN

WORLD-CLASS EDUCATION



Steps for Submitting a Food Order Request External and Internal

Office of Research and Sponsored Program



KEAN

1. Obtain a Quote

- Visit [Gourmet Dining's website](#) to get a quote for your order. (**Note:** You will need an account to obtain a quote. If you have not already created a quote, create one now.)
 - Or and external vendor (**Note:** If this is a new vendor you will need a new vendor setup in ESM and the vendor W-9)
- Save the quote, as you will need to attach it to your Formstack request.



KEAN

1. Obtain a Quote Con...

postaward@kean.edu My Account | Logout

**KEAN**
UNIVERSITY
GOURMET DINING

Home	My Orders	Event Information	Menu	Setup	Checkout
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Event Links

[Book an Event](#) [View Menus](#)

Choose this option to begin placing a catering order.

Useful Links

[APPROVE Orders](#)

Approve Orders sent to your account for approval. Search by date range to see orders.

Welcome to Gourmet Dining at Kean University's online catering portal!

Effective immediately, we will no longer be providing to-go containers for leftover food at events. This decision was made after careful consideration of food safety concerns and our commitment to ensuring the highest standards for our clients.

As you may know, the handling and storage of food after an event can pose significant health risks if not managed properly. By eliminating the provision of to-go containers, we aim to minimize the potential for foodborne illnesses and maintain the quality and safety of our offerings.

We understand that this may be an adjustment for some of our clients, and we appreciate your understanding and cooperation. Our team is dedicated to providing exceptional service and will continue to work closely with you to ensure your event is a success.

If you have any questions or need further clarification on this policy, please do not hesitate to reach out. We value your partnership and look forward to continuing to serve you.

Open the [Gourmet Dining's website](#) and log in to your account. Next, click the "Book an Event" button to start your quote.



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- Home
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Billing Information

Method of Payment

PO Number

Approved Amount

Department Name

Event Description

Who will be attending?

Examples: English Department, Board of Trustees, prospective freshman, professor candidate interview, etc. Specific names / titles are not required unless you wish to notify catering department of specific attendees

Event Information

Building

Room

Date of Function

Frequency

Delivery Time

Time Gourmet Dining will arrive to begin setup, subject to change by catering manager.

Set & Ready Time

Time Gourmet Dining will complete the setup

Event Start Time

Time food will be ready by

Event End Time

Time Gourmet Dining will return to collect any food / equipment

Number of guests

Final guest counts are required 72 business hours prior to event, or original counts will be used for preparation and billing

Known Allergies

After selecting "Book an Event" a page will pop up for you to input your payment methods and fill out the required fields.

Make sure to enter the building, room number, date and time of the function, the number of guests intended and any known food allergies.



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- Home
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Order #57500

Search Menu Items

- Allergens and Dietary Restrictions
- Barbecues
- Beverages
- Bite Sized Menu
- Breakfast and Brunch
- Buffets Around the World
- Cold Buffets
- Create Your Own Buffet Menu
- Desserts Snacks and Bakery
- Featured Hot Buffet
- Flatware
- Hors D Oeuvres
- Individual Items
- Jersey Mikes Catering: Monday through Friday ONLY
- Linens
- Pizza- Monday through Friday ONLY
- Salads
- Seasonal & Limited Time Items
- Service Staff
- VIP Plated Meals
- Soup
- Standard Hot Buffet

Order #57500

Search Menu Items

Buffets Around the World

South of the Border [Minimum of 15 Guests] \$25.21
HOT ITEMS: Chicken Fajita (GF), Beef Fajitas (GF), Sautéed Peppers & Onions (GF & Vegan), Yellow Rice Refried Beans (GF & Vegan)
ADDITIONAL ITEMS: Guacamole, Sour Cream, Tomato Salsa, Shredded Cheddar Cheese, Lettuce, Chopped Tomatoes, Flour Tortillas, Corn Chips (GF)
DESSERT: Churros
BEVERAGES: Assorted Canned Soda, Water

Pacific Rim Buffet [Minimum of 15 Guests] \$23.50
HOT ITEMS: General Tso's Chicken, Sautéed Gingered Beef w/ Snow Peas (GF), Steamed White Rice (Vegan), Vegetable Rice Noodle Stir Fry (GF & Vegan)
ADDITIONAL ITEMS: Edamame in the Shell, Green salad with tomato cucumber and ginger dressing
DESSERT: Fortune Cookies, Fudge Brownies
BEVERAGES: Assorted Canned Soda & Water

Additional Comments

- Save & Checkout
- Save & Continue Shopping
- Cancel Order

Next, you can select your menu. Select the cuisine you would like to have at your event. Once you find the food you would like, click the check box on the right, scroll down to the bottom and click "Save and Check Out".



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1. Obtain a Quote Con...

Order # 57500

Last Updated 01/28/2025 12:13 pm

Post Award
postaward@kean.edu
(P) (908) 737-3466
(M) (908) 737-3466
Order Status : Not Submitted
Payment Method : Check
Approved Check Amount : \$0.00
Department :
Event Description : Party
Attendees :
Delivery Confirmation : No

Buffets Around the World

Pacific Rim Buffet [Minimum of 15 Guests]	\$23.50 x 100		\$2,350.00	
<small>HOT ITEMS: General Tao's Chicken, Sautéed Gingered Beef w/ Snow Peas (GF), Steamed White Rice (Vegan), Vegetable Rice Noodle Stir Fry (GF & Vegan) ADDITIONAL ITEMS: Edamame in the Shell, Green salad with tomato cucumber and ginger dressing DESSERT: Fortune Cookies, Fudge Brownies BEVERAGES: Assorted Canned Soda & Water</small>				
Pacific Rim Buffet [Minimum of 15 Guests]	\$23.50 x 100		\$2,350.00	
<small>HOT ITEMS: General Tao's Chicken, Sautéed Gingered Beef w/ Snow Peas (GF), Steamed White Rice (Vegan), Vegetable Rice Noodle Stir Fry (GF & Vegan)</small>				

Pacific Rim Buffet [Minimum of 15 Guests]	\$23.50 x 100		\$2,350.00	
<small>HOT ITEMS: General Tao's Chicken, Sautéed Gingered Beef w/ Snow Peas (GF), Steamed White Rice (Vegan), Vegetable Rice Noodle Stir Fry (GF & Vegan) ADDITIONAL ITEMS: Edamame in the Shell, Green salad with tomato cucumber and ginger dressing DESSERT: Fortune Cookies, Fudge Brownies BEVERAGES: Assorted Canned Soda & Water</small>				

Sub Total	\$4,700.00
GreenWave Biodegradable	\$376.00

Additional Comments

Approver Comments

Order Total : \$5,076.00

[Add Comments](#) [View Menu](#) [Submit Order](#) [Cancel Order](#)

Lastly, review your order and scroll to the bottom and click "Submit Order".

2. Complete the Food Request

- Once you have submitted your quote through Gourmet Dining and saved your quote, you can [Submit your food request](#) through Formstack by selecting the appropriate unit.

Make sure the Gourmet Dining quote is attached for accurate cost verification.

2. Complete the Food Request Con...

Reception Policy

It is the duty of the Department Heads to ensure compliance with the provisions of this policy when processing these transactions. Department Heads are reminded that they will be subject to audit for the transactions defined as official reception. Department Heads will be personally responsible for any charges that are in violation of this policy. Questions concerning the application of this policy should be diverted to the Purchasing Department.

Official receptions are defined as functions provided or conducted for the benefit of students and campus visitors. Authorized expenditures for these events include meals, refreshments and any other expenses directly related to such occasions. Unless otherwise indicated, expenditures for these purposes should be charged to Object Code 5038.

I. EXPENDITURES SPECIFICALLY AUTHORIZED

The following are types of functions for which expenditures of funds is authorized.

- Entertainment of students, including meals and refreshments and any other expenses directly related to such entertainment.
- All reasonable costs of commencement and convocation activities.
- Costs of meals and refreshments for all officially scheduled receptions, meetings or conferences, provided that such expenses are directly related to the goals or objectives of the program for which the funds are appropriated. Furthermore:
 - Such expenses must be for the entertainment of groups, committees, task forces, workshop participants and other persons who are not employees of Kean University.
 - To the extent that University employees are participating members or are directly involved with the organization and conduct of such meetings in the capacity of workshop leaders, or in some similar role essential to the conduct of the meeting, appropriated funds may be used to pay their expenses.
 - Expenses for members of boards, committees, task forces, councils, etc., which include both University employees and unpaid citizen members, may be paid from this account.
 - Lunch for training sessions is authorized only when it is necessary that employees remain at the training site (which is not the employees' official workstation). Refreshments for breaks may also be provided at training functions.
- Entertainment expenses for visiting officials and / or dignitaries are reimbursable. It is expected that expenditures for this purpose will be minimal and infrequent.

First, you will accept the reception policy by scrolling to the bottom of the screen and checking off the box.

2. Complete the Food Request Continued...

Please Fill Out the Form Completely

Requester Name*

Contact Name*

Email*

Select one*
 Regular PO(Must Be Exact Dollar)
 Grant Funded
 BPO

Cost Center*

What is the purpose of the event?*

0/500

Include cost & link (Gourmet) from your quote order if available
e.g.: http://kean08.e-cater.com/default.php?p=vieworder&user_id=50424&order_session=333080.27015100%201417638788&account_number=1500008&checkout=5

Upload the price quote or invoice*
Drag and drop here or [Browse files](#)
Max file size: 10 MB

Any Other Comments

0/500

[Previous](#) [Submit](#)

Next, fill out the required fields and upload the Gourmet Dining price quote or invoice. Then click "submit" at the bottom of the screen.

3. Approval Process

- Wait for Formstack approval before entering a requisition. Once your Formstack request is approved, you will receive a notification from the Budget Office confirming that funds are available.
- For academic units, requisition approvers must include abrannen@kean.edu and VPAA@kean.edu.

4. Enter a Requisition:

- Use the approval confirmation to enter a requisition in the system.
- Include the date and name of the event in the requisition description.
- Ensure your food request includes the exact dollar amount of your order. Estimates will not be accepted and will be denied.

5. Purchase Order Number:

- Wait to receive the purchase order (PO) number.
- Once you have the PO number, go back to your Gourmet Dining quote and change the payment method to the PO number.

Important Notes:

- When reserving a room for the event make sure you order table(s) needed.
- Even if you are using an external vendor, not Gormet Dining, you must complete the Formstack. This includes purchasing items such as: Supermarket gift cards, plates, and utensils.
- Credit card payments are allowed.

**For more information, please reach out to
the catering department:**

Britney Davis - Director of Catering

Telephone: (908) 737-5163 Email:
bdavis@gourmetdiningllc.com

Abigail Nabbie - Catering Coordinator

Telephone: (908) 737-5163 Email:
anabbie@gourmetdiningllc.com



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