

Policy Title: Food Services Exclusivity Policy

Policy Summary: University's contractual exclusivity commitments with its food service provider, Sodexo Management, Inc. ("Sodexo").

Policy Category: Financial

Policy Owner: Administration

Policy Summary

The University is contractually committed to Sodexo Management, Inc. ("Sodexo") as the exclusive provider of food services for all activities and events involving food and beverages while on the premises of Drake University.

Purpose

The purpose of this policy is to communicate the University's contractual food service exclusivity commitments with Sodexo.

Scope

All activities and events involving food and beverages on the premises of Drake University are required to make appropriate arrangements with Drake University Dining.

Definitions

Drake University Dining – contractual arrangement with Sodexo to provide dining and catering services to the university

Requester – Individual requesting food services for an activity or event

Policy

The agreement between Sodexo and Drake University states that Sodexo is the exclusive provider of food services for all activities and events on the premise of Drake University. If the total cost of the food service is greater than \$60, constituents are required to utilize Sodexo's services or receive an approved waiver of such services. The exclusivity clause is automatically waived and constituents may use any provider if the total cost of the food service is less than \$60.

To request a waiver for foodservices over \$60, the Requester must complete a written [Waiver of Exclusivity form](#), which requires the approval of the appropriate Requester or Budget Manager as well as the Catering Director of Drake University Dining. If the waiver is approved and alternative food service arrangements are used, a copy of the completed form is required to be submitted to Accounting with the request for reimbursement or payment to the provider. If paid by procurement card, a copy of the

form must be included as supporting documentation for the card expense. Payment or reimbursement requests submitted without an appropriate waiver will not be paid with University funds.

Last Review Date: July 2022

Effective Date: September 2015