



## UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

### 8.4 - Rental of Banquet Facilities

**COMMODITY(s):** Rental of Banquet Facilities and Associated Services

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**DOLLAR LIMITS:** Approval required for all

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**APPROVALS:** Procurement

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**PROCESS/INFO:** Departments are to utilize venues that have existing banquet contracts in place whenever practicable. When utilizing existing banquet contracts the department shall complete the University's event form and submit a purchase requisition within BuyWays at least 10 business days prior to the event. The un-signed event form shall be attached to the requisition. Procurement shall review the requisition and event form and once approved shall obtain necessary signatures and approve the purchase requisition to a purchase order.

In order to utilize a venue that does not have an existing banquet contract with the University the department should contact procurement well in advance of the event for approval and the necessary process.

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**REQUISITIONS:** All requisitions should include the un-signed event form as an attachment.

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#### ACCOUNT & COMMODITY CODE(S)

Account Code	Commodity Code	Description
761561	Operational Services, includes CFS	Food Services for Functions