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| Food and Nutrition Department | | |
|  |  |  |
| Virtual Event Catering Options | | |

# Decide what option best fits your need:

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|  | 1. **Vouchers:** Choose from voucher examples representing different dollar amounts and drink/food options. These are paper slips with set items for the staff member or visitor to pick from with specific café(s), during specific times. Please work with a member or our FNS team for other requests not listed as examples. (See last page for examples) **\*Most popular option** | |
|  | 1. **Gift Cards:** Money is added to a reusable card ($5.00 minimum) and staff member or visitor can use in all Food and Nutrition Services Retail locations and vending machines towards any purchase.   *\*For each staff member there is a $600 a year maximum before it is considered taxable income. The department purchasing the gift cards takes the responsibility of reporting the recipient information required by accounts payable. Please complete and email attached form to* [*lisa-vorel@uiowa.edu*](mailto:lisa-vorel@uiowa.edu)*.* | |
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|  | 1. **Meeting Dollars**: Money is added to the staff member’s ID badge and they will pay saying “Meeting Dollars” at the register before swiping their badge. All Food and Nutrition Services Retail locations can accept these. This excludes vending machines.   *\*For each staff member there is a $600 a year maximum before it is considered taxable income. The department purchasing the gift cards takes the responsibility of reporting the recipient information required by accounts payable. Please complete and email attached form to* [*lisa-vorel@uiowa.edu*](mailto:lisa-vorel@uiowa.edu)*.* | |

# Place your order:

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|  | 1. Please email [fnscateringservices@healthcare.uiowa.edu](mailto:fnscateringservices@healthcare.uiowa.edu) 2. For Vouchers, indicate the following:   -Voucher example you want to use or edit  -If you want a title for the occasion  -Expiration will be set for one year from date of printing, unless requested shorter  -Quantity |
|  | 1. For Gift cards, indicate quantity and amount on card. |
|  | 1. For Meeting Dollars, attach excel sheet of staff name(s), ID badge number and dollar amount. |

# Pay for your voucher, gift card or meeting dollars:

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|  | 1. Please send an interdepartmental requisition including a MFK along with your order to [fnscateringservices@healthcare.uiowa.edu](mailto:fnscateringservices@healthcare.uiowa.edu) 2. Visit our main office at W146 General Hospital to pay with credit card or payroll deduct. |
|  | 1. Pay with department P-card. 2. All orders will be paid for and are non-refundable or returnable. |

# Pick up:

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|  | 1. Please allow 5 business days from time of your order to pick up date. |
|  | 1. An email will notify you when your order is complete and that you can pick up in our main Food and Nutrition Office, located at W146 General Hospital between the hours of 8:00 am-3:00pm. |

Examples of Vouchers:

* **$1.95 each Drink Voucher**:

Pick one bottled pop, 20 oz Dasani water or 16 oz coffee

* **$3.45 each Drink and Snack Voucher**:

Choose one Drink: bottled pop, 20 oz Dasani water or 16 oz coffee

AND

Choose one Snack: Bag of chips, Candy bar, Yogurt, Cheese stick or 2 oz Cookie

* **$4.50 each Coffee & Pastry Voucher**:

Redeem for a pastry (donut, breakfast bread, muffin, bagel, cinnamon roll, or turnover) or a yogurt parfait and a 16 oz cup of coffee

* **$6.25 each Breakfast Voucher**:

Choose either 1) A breakfast sandwich and piece of fruit

2) Scrambled eggs, 2 bacon or sausage & a hash brown

Pick one beverage: 16 oz coffee, bottled pop, 20 oz Dasani water or juice

* **$8.50 each Meal Voucher**:

1) Pick 1 entrée: grab and go salad, cheeseburger, grilled chicken sandwich, or vegetarian burger   
2) Pick 1 side: fries, green salad, cup of soup, or fresh cut fruit  
3) Pick 1 beverage: bottled soda, 20 oz Dasani water, 16 oz coffee, or chug milk