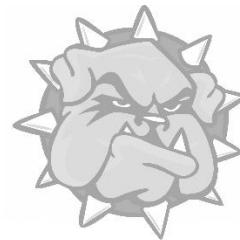


# SWOSU Campus Food Guidelines



## Campus Organizations

All Campus Organization events should be submitted through Hilltop Central for approval. If the event includes food items supplied by the organization, that should be indicated on the event request.

## Utilizing SWOSU Food Services

Entities can order food and beverages through SWOSU Food Services by contacting (580) 774-3783. Please note that events held in the Memorial Student Union are not allowed to bring in outside food without obtaining prior written approval from the Director of Food Services. More information can be found at <https://www.swosu.edu/about/conference-centers-facilities/banquet-catering.php>

## Food and Beverages from Off-Campus

The sale of homemade baked goods or any food items not prepared by SWOSU Food Services is prohibited. Fundraising activities involving food items that are prepared and packaged in a commercial kitchen are allowed, provided that prior approval is obtained from SWOSU Food Services via Hilltop Central. Potluck events are permitted but must be approved ahead of time through Hilltop Central.

Food purchases should be made only after the organization gains approval of a purchase order through Business Affairs. Club sponsors can access the Purchase Order in etrieve and should submit them to the Student Activities Coordinator first. Organizations wishing to use the Dean of Students purchase card should complete the appropriate request form available on Hilltop Central. Any questions about Student Organization purchase orders should be directed to the Student Activities Coordinator in the Office of the Dean of Students at (580) 774-3767.