

Catering/Food Trucks

Having food as part of an event can provide enjoyment and fun on campus. However, there is a responsibility to ensure that the food supply is safe and that all applicable health codes are followed. RIT has a list of approved caterers that have demonstrated willingness and ability to meet the University's wide range of catering needs. While the RIT First initiative requires that RIT Catering be given right of first refusal for all catering needs, in the event that RIT is unable to process your catering request, a list of approved caterers can be found below.

There are several advantages to using an approved caterer.

- Approved caterers have been vetted and are equipped to fulfill a multitude of dietary, cuisine and service level requirements.
- When using an approved caterer from the list below, you may use your p-card to complete the transaction.
- Less paperwork required.

When using a caterer outside of our approved listing, a Purchase Order must be initiated prior to services being rendered. Any deviation from the guidelines will put the caterer's ability to conduct business at RIT at risk.

****Please note that student organizations/groups are not subject to requirement of RIT catering declination. This DOES NOT apply in instances where alcohol will be served as liquor rules/regulations will come into play and RIT catering MUST be involved. ****

Approved Caterers

Use of an approved caterer requires the below to be submitted to purchase@rit.edu no later than 10 days prior to an event.

1. RIT Catering request response declining services (Declination of service from RIT Catering must be submitted in order to validate the use of any non-RIT caterer. If a non-RIT caterer is not validated the University reserves the right to withhold payment from vendor.)
2. Attachment A from the Catering Agreement outlining pricing, menu, etc. or a Banquet Event Order (quote) from the supplier

Approved caterers can be paid via pcard or PO.

Non-Approved Caterers

If the caterer is not on the list of RIT's approved caterers, the catering service requestor MUST submit the following completed documentation to purchase@rit.edu, at least 10 days before the event.

1. RIT Catering request response declining services (Student Groups can skip this step)
2. Completed **Independent Contractor Contract for Caterers** (which should include menu, services and pricing)
3. **Certificate of Insurance** w/ appropriate University levels
4. Copy of current Monroe County Health Permit

Non-approved caterers are paid on a PO so the supplier must be updated in Payment Works. Instructions on how to invite a supplier to Payment Works is located [here](#). If you are a student group and do not have access to invite a supplier, please reach out to jlhpur@rit.edu

Food Trucks

For information or food truck requests, please contact [Ethan Berger](#).

Approved Caterers

Supplier: RIT Catering
Supplier Name: RIT Catering
Supplier Type: RIT First
Email: catering@rit.edu
Phone: 585-475-2346
Location: SAU

Supplier: The RIT Inn & Conference Center
Supplier Name: Janice Emerson
Supplier Type: RIT First
Email: jmeapt@rit.edu
Phone: 585-359-1800
Location: Henrietta, NY

Supplier: Julia K Caters
Supplier Name: Julia
Supplier Type: Recommended
Email: julia@juliakcaters.com
Phone: 585-309-4984
Location: Rochester, NY

Supplier: Farmhouse Table Food
Supplier Name: Jessica Griffith
Supplier Type: Recommended
Email: jessica@farmhousetablefood.com
Phone: 585-467-4400
Location: Rochester, NY

Supplier: Revolution Chinese
Supplier Name: Mark Teng
Supplier Type: Recommended
Email: mteng9968@gmail.com
Phone: 585-500-2300
Location: Rochester, NY

Supplier: Just Chikn
Supplier Name: Yilmaz Yorek
Supplier Type: Recommended
Email: justchiknroc@gmail.com
Phone: 585-360-2285
Location: Rochester, NY

Supplier: Roc City Sammich
Supplier Name: Joe Cario
Supplier Type: Recommended
Email: roccitysammich@gmail.com
Location: Rochester, NY

Food Truck

Supplier: Livie's Jamaican Restaurant & Grocery
Supplier Name: Suzette Williams
Supplier Type: Recommended
Email: liviesjamaicanrestaurant@gmail.com
Phone: 585-529-4450
Location: Rochester, NY