

UW- Superior Food Service Options

Updated: September 2022

Chartwell's, our contracted University Dining Service, is the primary provider of food and beverage services at UW-Superior. [Catered Food Service Payment Request Form](#)

Campus groups and departments may provide pre-packaged food and non-alcoholic beverages and/or prepared food that is delivered to groups on campus, except in the Yellowjacket Union, from pre-approved licensed and fully insured alternative suppliers. Contact the Purchasing Office at x8383 for pre-approval information. Recognized student organizations may provide these items in YU if the total cost does not exceed \$100 per event.

A Requisition must be submitted online via ShopUW+ for each food order placed with a pre-approved alternate supplier. The resulting Purchase Order must then be provided to the supplier for billing purposes.

Note: Remember, purchasing cards and petty cash may **NOT** be used to purchase food or beverages.

The group or department placing the order must also send supporting documentation to Accounts Payable - Main 206 or to accountspayable@uwsuper.edu:

- For meals (a meeting must last longer than 5 hours) or refreshment breaks (a meeting must last longer than 3 hours), send a list of the names of participants and a copy of the meeting agenda or program brochure.
- For food or beverages for a reception, send a copy of the promotional material for the event.
- Always reference the Purchase Order Number on supporting documentation.

Hosted meal expenses for UW/State employees included in the payment may not exceed State determined maximum amounts. Allowable expenses include any delivery and gratuity charges (Within Wisconsin):

Breakfast = \$20 Lunch = \$21 Dinner = \$35 Refreshment/Break = \$12

Hosted meal expenses for non-employees must be reasonable.

See UW System Policy found at [Headquarter City and Sponsored Events \(Hosted Meals\) | Travel \(wisconsin.edu\)](#).

Please read and adhere to the Food and Refreshment Reimbursement Policy. The same documentation is required as that which is listed on the Request for Payment of Catered Food Services form. This information can be found at <http://www.uwsuper.edu/business/policies/food-refreshments.cfm>.

Approved Alternate Food Suppliers

NOTE: Pre-packaged, non-perishable food and non-alcoholic beverages from Super One Foods are allowed.

<p><u>Big Apple Bagels</u> (Delivery available for orders of \$50 or more - call in advance to schedule) 1224 Belknap St. Superior, WI 54880 715-718-0051</p>	<p><u>Kurtz Catering</u> (Off-campus ONLY and for orders of \$50 or more) 1702 Ohio Avenue Superior, WI 54880 715-392-7768</p>	<p><u>Super One Foods</u> 1515 Oaks Avenue and/or 2202 E. 2nd St. Superior, WI 54880 715-392-6218 SEE RESTRICTIONS ABOVE</p>
<p><u>China Inn</u> 15 Belknap Street Superior, WI 54880 715-392-3434</p>	<p><u>Golden Inn</u> 24 E. Street Superior, WI 54880 715-395-2565</p>	<p><u>Red Mug Coffeehouse and Bakeshop</u> (No delivery service) 916 Hammond Avenue Superior, WI 54880 715-392-2662</p>
<p><u>Domino's Pizza</u> 1204 Belknap Street Superior, WI 54880 715-394-7777</p>	<p><u>Jimmy John's</u> 823 Belknap Street Superior, WI 54880 715-395-4669</p>	<p><u>Vintage Italian Pizza</u> 1201 Tower Avenue Superior, WI 54880 715-392-5555</p>
<p><u>Erbert's and Gerbert's</u> 1325 Tower Avenue Superior, WI 54880 715-392-5305</p>	<p><u>A Dozen Excuses Donuts & More</u> (No delivery service) 1112 Tower Avenue Superior, WI 54880 218-409-2525</p>	<p><u>Twisted pastries Coffeehouse LLC</u> (No delivery service) 1418 Tower Avenue, Suite 2 Superior, WI 54880 715-394-2207</p>