



OKLAHOMA CITY UNIVERSITY
SCHOOL of LAW

2025/26 Student Organization Food Order Policies & Procedures

Student organizations have two options when ordering food for organization meetings and events. **Those wanting to charge the expense to a university purchase card must use the first method.**

METHOD 1: EZ Cater

Go to www.ezcater.com and create a free account

Click Start New Order. It must include:

- The delivery address – You must create one even if you wish to pick up your order
- Select the food pick up date
- Select the time of delivery or pickup
- Click the Event Details button and enter the headcount for the number you expect to attend
 - (If this number is 10 or less, you'll need to complete a [Sign-in Form](#) and email it to lawfinance@okcu.edu the next business day after your meeting/event.
- **Click Find Caterers** or select from those already showing on your screen and make your food selections. **Add your selections to the cart** (*Please don't forget the tip line if you choose to leave one*)
- **When your order is complete, click Checkout and Enter Specific Delivery Information**
- Take a screen grab of this...DO NOT HIT CHECKOUT AGAIN
- Sent an email of the screengrab to lawfinance@okcu.edu. Please include the organization, purpose of the meeting, and how many students you expect will attend.

THIS MUST BE COMPLETED AND SENT TO lawfinance@okcu.edu five (5) business days prior to your event. If the person creating the order is not the Pres. or Treasurer of the student org, an email from one of them approving use of the organization's funds for this purchase must be sent to lawfinance@okcu.edu.

METHOD #2 – If not using EZ Cater, a student may opt to use their personal funds and seek reimbursement. If so, you will need to complete an [OCU Payment Form](#). The payment form must be signed by an officer of the student organization affiliated with the purchase as the Approving Official. **All documentation MUST BE scanned and sent as a pdf file. Pictures taken and converted to pdf will not be accepted nor will any format other than pdf.** Your submission must include the following:

- A completed Oklahoma City University Payment Form
- A detailed receipt for each purchase listed on the form. The receipt must include all individual items purchased on the food order. A receipt that only shows the total amount is not acceptable. It must also show the last four digits of the form of payment or clearly indicate cash was the form of payment.
- Indicate the number of people that attended
 - (If this number is 10 or less, you'll need to complete a [Sign-in Form](#) and email it to lawfinance@okcu.edu the next business day after your meeting/event.
- ***Each expense shall be incurred by one individual only. Reimbursement of more than one person per receipt is not allowed.***

NO ALCOHOLIC BEVERAGES may be served at functions on the campus unless approved by the Assistant Dean for Law Student Services and the University. Any such request must be provided to the Assistant Dean for Law Student Services at least 45 days before the proposed event.

Any meeting, event, or activity where alcohol is present, on or off campus, must include the following language on all communications that share or promote the meeting, event, or activity:

Never leave drinks unattended or accept open drinks from others. If you suspect that you or one of your friends has been slipped a date-rape drug or has been assaulted, immediately seek medical attention and contact law enforcement. It is the victim's decision to contact law enforcement in the event of an attempted or completed sexual assault. It is important that the victim seek medical attentions and be provided resources for mental health and victim support. Victims of sexual assault may make confidential reports to the YMCS, Safeline, licensed mental health professionals, or clergy acting in their professional capacity. Under Title IX, Oklahoma City University has specific obligations when it becomes aware of attempted or completed sexual assault of its students. If a faculty or staff member becomes aware of attempted or completed sexual assault of an OCU student on campus or at an off-campus University affiliated event, they MUST report the incident to the Title IX Coordinator. The University will respond immediately to ensure the student is not subject to further harassment and the assault is investigated, prevent its reoccurrence, and address its effects. Because a Title IX investigation is different from a law enforcement investigation, even if a police report is filed, the University is independently required to investigate the assault.

- Visit OCU's Title IX resource page <https://www.okcu.edu/admin/hr/titleix> for more information about your rights under Title IX and resources for victims of sexual assault. Date-rape drugs impair the victim's decision-making skills, are usually used in order to aid in physical and sexual assaults, and could result in death. Also, if you believe that you have been given a date-rape drug or have been assaulted, report this incident to any officer of the hosting organization, to the Risk Management Committee. You may report the incident to an officer of the organization hosting the event or a member of the organization's risk management committee; however, these individuals are required to report the incident to the University's Title IX coordinator. Giving someone a date-rape drug is a criminal offense and a serious threat to the safety of OCU LAW students. It is imperative that all incidents be reported in order to prevent this from happening in the future. The University encourages student to report any incident of attempted or completed sexual assault to the University's Title IX coordinator or responsible employee. Our primary concern is the safety of our students and that the victim is provided immediate medical attention and mental health and victim support resources. Additionally, the University takes very seriously its responsibility under Title IX to investigate the assault, prevent reoccurrence, and address its effects. All incident reports will be confidential unless legal action is necessary. The University respects the confidentiality of victims of sexual assault; however, while the University will take great care to keep information about the victim confidential at the victim's request, it cannot guarantee confidentiality. See more about confidentiality here: [OCU Nondiscrimination Policy and Equity Resolution Process](#).