



# *simply* *to* **go**

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**DOWNSTATE**  
HEALTH SCIENCES UNIVERSITY

Thank You for choosing Sodexo! We appreciate your business. Please do not hesitate to make any special requests. Our goal is to meet and exceed your catering needs and to make your event memorable.

Fine quality plastic ware is included with all orders.

We are happy to offer FREE delivery within the medical system.

Certain foods are subject to seasonal availability. We reserve the right to offer substitutions when necessary.

## **GENERAL POLICIES & PROCEDURES**

**Availability:** Catering services are available Monday-Friday (except holidays). Hours of operation are **6:30am-3:00pm**. Limited weekend and after hours catering is available by special arrangement made at least 10 business days in advance. This will incur an overtime rate of \$36.00 per hr. (4 hr min) Orders not within hours of operation will automatically be charged the per hr. rate.

**Ordering:** Catering requisition forms must be submitted via E-MAIL, completely filled out at least 7 business days in advance for cold orders. Orders with less than 7 business day notice will be left at our discretion for approval. We will try our best to assist you however, we cannot ensure service. Please note there is a 10 person minimum for cold orders.

**Faxed orders will not be accepted. NO EXCEPTIONS**

## **PAYMENT:**

All customers using a Purchase Order # will need to have the Purchase Order # at least 1 full business day before service. It will need to be displayed on your order form in the appropriate box and you will need to submit a hard copy of the Purchase Order #. Upon receipt of invoice it needs to be signed "OK TO PAY" by your dept. with printed name of person approving payment and sent to the purchasing dept for payment processing with justification. It must be either walked over to purchasing or put in inter office mail. E mailed invoices & justifications will no longer be accepted. It is your responsibility to make sure you encumber sufficient funds. If you exceed your encumbered funds your dept will be responsible for payment. It is your responsibility to make sure that the purchasing dept has made payment in a timely manner.

If your invoice will be paid using HSCB funds you will need to specify that in the submit to box so that the invoice will be addressed to HSCB as well as you/your dept. If it is not specified the invoice will not be able to be paid using HSCB funds.

All customers using a research/other grant will need to provide proof of grant# and source by at least 1 business day before service. **If payment is being made by ACH you will need to send proof of your ACH/electronic payment to Sodexo**

All customers paying by credit card, personal check or cash will pay on or before the date of service. SUNY "P" Cards are no longer accepted.

All payment is due upon receipt of invoice. Unpaid invoices will be considered late after 30 days.

If payment is not received within 30 days from invoice date your account/box# will be suspended until payment is received. Any pending orders will be placed on hold until your account is current.

**Cancellations:** Cancellations can be made without penalty with at least 24 hrs notice unless specialty items were ordered for your event. In that case you will be charged for those items. Otherwise a 20% fee will be charged. Canceling your conference room does NOT cancel your catering service.

**Conference Rooms:** Please have room & table reservations made before contacting the catering dept. If you will require table set up please contact BUILDING SERVICES or FM&D.

**Pick Up:** Some orders may be picked up. You will have to bring your own cart if needed. The catering dept will not be responsible for clean up.



## Breakfast

### **Bagel & Pastry Continental**

**\$8.50/person**

Assorted individually wrapped bagels and pastries served with cream cheese, butter and preserves, with juice & fresh-brewed coffee/tea.

### **Fresh Fruit to GO**

**\$ 3.50/each**

Our seasonal fresh-cut fruit in a handy portable cup.

### **Assorted Cold Cereal Cups**

**\$ 2.50/each**

Served with 4oz low-fat or whole milk

### **Assorted Yogurt or Cottage Cheese Cup**

**\$ 1.95/each**

### **Coffee/Tea Service**

**\$ 3.00/each**

Freshly brewed coffee/tea service.  
Complete with paper goods and condiments.



## Snacks

### **Grapes and Cheese GO Cup**

**\$ 3.50/each**

Juicy grapes with chunks of cheddar cheese.

### **Vegetable Crudités GO Cup with Dip**

**\$ 3.50/each**

Crisp carrots and celery sticks with fat-free ranch dressing

### **Hummus GO Cup**

**\$ 3.99/each**

Carrot & Celery sticks, Pita bread and hummus.

### **Cold Beverages (per bottle)**

Bottled Water 17 oz.

**\$ 1.99/each**

Bottled Sodas 20 oz.

**\$ 1.99/each**

Bottled Tea or Juice

**\$ 1.99/each**



## Bakery

### **Assorted Cookies**

Two individually wrapped freshly baked jumbo cookies.

**\$ 2.45/each**

### **Sweet Assortment-All Individually Wrapped**

**\$ 2.75/person**

### **Bakery Cakes**

Full Sheet Cake, ½ Sheet Cake, 12" Round Cake, 10" Round Cake

**Prices Vary**



## Downstate Delights

### **Pizza**

Plain Pizza Pie (6 slices)

**\$18.00/Pie**

Pizza Pie with toppings (6 slices)

**\$19.50/Pie**

### **Choice of Pizza Toppings:**

Ham & Pineapple      Vegetable

Sausage & Pepper



**Handcrafted Deli Sandwich or Signature Salad Combo**

**\$14.99/each**

An assortment of individually wrapped handcrafted deli sandwiches or signature salads (**Small 6X6**) served with individually wrapped 4oz. fresh garden salad or 1oz individual plain potato chips, individually wrapped fresh baked cookies and assorted beverages.

**Sandwich or Salad GO Box (**Small 6X6**)**

**\$11.99/each**

A Handcrafted Deli Sandwich or Salad selection with a 1oz bag of chips, whole fruit and a beverage.

**Signature Side Salad to Go (**Large 9x9 Salad only**)**

**\$9.99/each**

Our Simply to Go Signature Salads individually packaged and beautifully arranged.

**Handcrafted Deli Sandwich (**Sandwich only**)**

**\$7.50/each**

## Signature Salads

**Grilled Chicken Caesar Salad**

Crisp romaine greens topped with grilled chicken breast, shredded Parmesan and crunchy croutons. Served with Caesar dressing.

**Apple and Cheddar Salad**

Fresh spring mix tossed with dried cranberries, cheddar, Granny Smith apples and Dijon-cider dressing.

**Classic Chef Salad**

Mixed greens with julienned roast turkey, smoked ham, Swiss & cheddar cheese, cucumber, tomato, hardboiled egg and sliced black olives. Served with balsamic vinaigrette.

**Grilled Vegetable Salad**

Grilled vegetables with olive oil, salt & pepper

**Tuna/Chicken Salad Platter**

A portion of tuna or chicken salad on top of a classic salad including lettuce, cucumbers, carrot shreds & tomatoes served with a pickle

## Handcrafted Deli Sandwiches

**Tijuana Turkey Chipotle Club**

Oven-roasted turkey, bacon, pepper jack cheese, lettuce, tomatoes and chipotle mayonnaise on a ciabatta roll.

**Tomato Mozzarella Caprese Sandwich**

Fresh mozzarella and sliced tomatoes with roasted red pepper, fresh basil, spinach and balsamic vinaigrette on a ciabatta roll.

**Roast Beef, Cheddar and Caramelized Onion Sandwich**

Shaved roast beef, cheddar cheese, mixed greens and caramelized onions on savory focaccia

**Tuna Salad Traditional**

Tuna salad, lettuce & tomatoes on sourdough bread

**Corned Beef & Swiss**

Lean corned beef, swiss cheese, lettuce & tomato on multigrain sliced bread

**Peppered Pastrami**

Pastrami, pepper jack cheese, lettuce & tomato on rye bread

**Chicken Caesar Wrap**

Marinated chicken breast with Parmesan, romaine and Caesar dressing wrapped in a sun-dried tomato tortilla.

**Pesto Chicken Wrap**

Chicken breast with pesto & sun-dried tomatoes in a wrap

**Sweet Chili Tofu Wrap**

Tofu sautéed in sweet chili sauce on a wheat wrap

**Grilled Vegetable Wrap**

Grilled vegetables with olive oil, salt & pepper wrapped in a fresh tortilla

**Chicken Salad Wrap**

Classic salad recipe with diced chicken, creamy mayonnaise, crisp celery, green onion, and fresh herbs on a whole grain pita.

## Kosher Corner

**Individual Sandwich****\$11.95/each****Individual Salad****\$15.00/each**

An individually wrapped Kosher sandwich or salad

**Kosher GO Box (Sandwich)****\$15.95/each****Kosher GO BOX (Salad)****\$19.00/each**

An individually wrapped Kosher sandwich or salad with 1 oz bag of chips, whole fruit and a beverage