



Request to Use Off-Campus Food or Food Service

Groups may request a catering exemption from the contract food service provider for the following reasons: 1) food is being 100% donated by an off campus vendor that provides a business license, or 2) the group wishes to purchase food from an off campus vendor that we deem that Campus Dining leadership are unable to fulfill the request. Due to contract language, generally outside catering companies are not approved to be used on campus.

EVENT INFORMATION:		
Event Name: _____	Date of Event: _____	
Event Location: _____	Time of Event: _____	
Purpose of Event: _____		
Number of Anticipated Participants: _____	Is event open to the public? YES NO	
Name of Requested Vendor: _____	Is food being donated? YES NO	
List food items being donated or purchased (use reverse for additional items, if required):		
Item _____	Quantity _____	Price _____
Item _____	Quantity _____	Price _____
Item _____	Quantity _____	Price _____
Explanation of Exemption Request: _____		

List measures being taken to ensure proper food safety and handling procedures:		

CONTACT INFORMATION:	
Name: _____	Email: _____
Sponsoring Organization: _____	Phone Number: _____

- NOTE:**
1. This form must be completed 10 business days in advance of the event.
 2. No advertising for event may occur until final approval has been granted.
 3. Provide a zero-balance invoice for donated products or services before event.

Submit completed form to: Ryan Sweet ryan.sweet@aladdinfood.com AND Jennah Michaels jannah.michaels@aladdinfood.com

<i>For Office Use Only:</i>	
Reviewed by: _____	Approved: _____ Not Approved: _____
Food Service Approval: _____	Approved: _____ Not Approved: _____