Temple University Catering Exception Form – Outside Catering

Outside Caterer: ______________________________________________ Today’s Date: _____________
Event Location (Building/Room): ________________________________ Date of Event: _____________

<table>
<thead>
<tr>
<th>Departments</th>
<th>Organizations</th>
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<tbody>
<tr>
<td>Department Name:</td>
<td>Organization Name:</td>
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<td>Contact Person:</td>
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<td>Department Phone:</td>
<td>Organization Phone:</td>
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<td>Department Email/Fax:</td>
<td>Organization Email/Fax:</td>
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Justification for Exception Request (please be specific). How much are you spending if not using pizza?
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please Follow Steps 1-3 in order: 1. Get Authorized Budget Unit Approval. 2. Get Cherry & White Catering Co. Authorization. 3. Get Business Services Approval. Catering Exceptions require written approval two weeks prior to the event. Supporting documentation must be presented to allow for comparison between Cherry & White Catering Company and the proposed outside caterer. Outside caterers must provide a copy of their Certificate of Liability Insurance (COI), which must reflect a minimum of $1 million in general liability coverage before any exception will be approved.

1. Authorized Budget Unit Approval:
   Print Name ____________________________ Signature ____________________________ Date _____________

2. Authorization by Cherry & White Catering Co.
   Print Name ____________________________ Signature ____________________________ Date _____________

Once completed, please deliver, email (catering.exception@temple.edu) or fax (215-204-7193) documentation to: Kathleen Paul, Administrative Coordinator, Office of Business Services.

Required Forms:
1. Copy of Certificate of Liability Insurance provided by caterer. (See above for specifications)
2. Copy of this document (Catering policy Exception approval for Outside Caterer)

3. ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:
   □ Approved                □ Denied/Reason: ____________________________________________________

   Michael D. Scales
   Print Name ____________________________ Signature ____________________________ Date _____________

* Catering orders under $250 will be approved once an Exception (for tracking purposes) and Certificate of Liability Insurance (COI) from caterer are submitted. Documentation should be sent directly to the Office of Business Services.
** Exceptions are required for Donated Food Items (include a letter from donor detailing what is being donated).
*** Exceptions are not required for Potlucks, Bake Sales and Brown Bag Luncheons.