Temple University Catering Exception Form – Outside Catering

Office of Business Services
1816 North 15th Street – Suite 328
Philadelphia, Pa 19122
(O) 215.204.3121

Cherry & White Catering Company
1603 North Broad Street – Morgan Hall
Terrace Level, Southwest Corner
(O) 215.204.6789
(E) Church-Shannon@aramark.com

Outside Caterer: _____ Today's Date: _____

Event Location (Building/Room):_____ Date of Event: _____

Departments	**Organizations**
Department Name:	Organization Name:
Contact Person:	Contact Person:
Department Phone:	Organization Phone:
Department Email/Fax:	Organization Email/Fax:

* 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 Pot Lucks, Bake Sales and Brown Bag Luncheons.

Justification for Exception Request (please be specific):

_____

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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 <u>two weeks prior to the event</u>. 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* ***<u>Certificate of Liability Insurance (COI)</u>****, 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: Michael D. Scales, AVP, Business Services or Kathleen Paul, Administrative Coordinator for 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)

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3. ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:

❑Approved ❑Denied/Reason: _____

_____

<u>Michael D. Scales</u> _____ Date: _____ Office Phone: <u>215-204-3121</u>

Print Name Signature