

TEMPLE UNIVERSITY

Catering Policy Exception Approval for Non-Temple Caterer

Print or Type Information

Today's Date: _____

Caterer: _____ Date of Event: _____

Department: _____ Organization: _____

Contact Person: _____ Contact Person: _____

Department Phone #: _____ Organization Phone #: _____

Department Fax #: _____ Organization Fax #: _____

Justification for Exception Request: _____

Exception to the catering policy requires written approval in advance from the Office of Business Services. Documentation must be presented that allows for a comparison between what Sodexo Catering Services or the Diamond Club (which includes Sodexo Catering Services) offers and the outside caterer. Off-campus caterers must produce (1) a copy of their Certificate of Liability Insurance, which must reflect a minimum of \$1 million in liability coverage, and (2) list Temple University as an Additional Insured and Certificate Holder on the certificate.

NOTE: For complete details regarding off-campus events, refer to the Catering Policy at http://www.temple.edu/controller.

Authorized Budget Unit Approval: _____ Date: _____
Print Name Signature

Sign-off by Sodexo Catering Services (Request could not be honored) _____ Date: _____
Print Name Signature

Fax the following documents below to (215) 204-7193:
Richard Rumer, Associate Vice President or
Ramona Richardson, Administrative Specialist
Office of Associate Vice President for Business Services

- 1. Copy of Certificate of Liability Insurance provided by caterer
2. Copy of this document (Catering Policy Exception Approval for Non-Temple Caterer)

ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:

Approved Denied/Reason _____

Richard Rumer _____ Date: _____ Office Phone #: (215) 204-5144
Print Name Signature