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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</thead>
<tbody>
<tr>
<td>Department Name:</td>
<td>Organization Name:</td>
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<tr>
<td>Contact Person:</td>
<td>Contact Person:</td>
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<tr>
<td>Department Phone:</td>
<td>Organization Phone:</td>
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<tr>
<td>Department Email/Fax:</td>
<td>Organization Email/Fax:</td>
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</tbody>
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Justification for Exception Request (please be specific):
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

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: 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)

3. ASSOCIATE VICE PRESIDENT FOR BUSINESS SERVICES SIGNATURE ONLY:
☐ Approved  ☐ Denied/Reason: __________________________________

Michael D. Scales ________________________ Date: _____________ Office Phone: 215-204-3121
Print Name   Signature

* 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.