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: ___________

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<tr>
<th>Departments</th>
<th>Organizations</th>
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<td>Department Name:</td>
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<td>Contact Person:</td>
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<td>Department Phone:</td>
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<td>Department Email/Fax:</td>
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Justification for Exception Request (please be specific):
____________________________________________________________________________________
____________________________________________________________________________________

* 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.

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: ________________________________

   ________________________________

   Print Name

   ________________________________  _____________  ________________________________

   Date: ____________________________ Office Phone: 215-204-3121

   Signature

Revised 08/2017