

Date of Request: _____

Food Exception Form *University entities only!*

Exceptions are typically granted for food donations or events needing specific ethnic food.

Form must be completed TWO WEEKS in advance to be eligible for review & exception.

WSU Administration *may* allow a food exception based on the following:

▶ Provider must be licensed, insured, and carry current food handlers permits. Proof must be provided in writing before signature can be obtained.

▶ A buy-out of 18% of the total food invoice will be paid to WSU Dining Services - an estimated invoice will need to be provided with this form and a final invoice copy and buy-out payment remitted to WSU Dining Services within one week of the event. Weber State University entities will be billed directly to the cost code listed on this form.

** Form not needed for Minor Refreshments for University Events if:

Food purchases for refreshments at on campus events by WSUSA registered student organizations and Weber State University departments are authorized provided that the total food value does not exceed the petty cash limit and provided that the following conditions are met:

1. All temporary business permits and food handling requirements are obtained and are approved by the company's director of Food Service 48 hours prior to the event
2. WSUSA and student activities follow the guidelines for petty cash as outlined in the WSUSA Policy and Procedure Manual
3. All other departments adhere to Weber State University petty cash policy and procedures 5-11 and 5-30a

Reason for request (cannot be cost related):

Food Source (store, restaurant, organization, etc.):

Event Information

EVENT INFO	Sponsoring Group:	Name of event	Index:
	Date of Event:	Person Reserving:	Phone:
	Location of Event:		
	Number of Attendees:		
	List of specific food items to be served:		
Are the food items going to be donated?		Name of organization/donor:	
<small>▶ A letter from the Donating Party must be provided with this form before a signature can be obtained. Letter must include detailed list of item, quantity of items, retail value or items being donated.</small>			
Intended audience:	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Public

**Groups must provide and use their own dishes, utensils, and serving dishes.
The area must be left clean by the responsible party. A deposit may be required based on size of group. *If the room has not been cleaned, a cleaning fee may be charged by the SEC office.***

RESPONSIBILITY	By signing this form you are acknowledging that you have completed this form accurately and completely and agree to abide by WSU Policies and Procedures. You also agree to hold harmless and indemnify Weber State University regarding any problems arising from the above stated event. Failure to follows these policies may result in charges equaling potential revenue lost.	
	Person Responsible - PRINT:	WSU Entities must provide advisor information. Advisor must have authorization for the listed cost code - signing this form allows event-associated costs to be charged to this cost code.
	Person Responsible - SIGNATURE & DATE:	Advisor Responsible - PRINT:
	Person Responsible - PHONE:	Advisor Responsible - SIGNATURE:
	Person Responsible - ADDRESS:	Advisor Responsible - PHONE:

Exception approved

Exception denied

Union Director Signature: _____

Dining Services Director Signature: _____