

### Temple University Catering Exception Form – Outside Catering

Office of Business Services  
1816 North 15<sup>th</sup> 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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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](mailto: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: \_\_\_\_\_

\_\_\_\_\_  
Signature

Michael D. Scales \_\_\_\_\_ Date: \_\_\_\_\_ Office Phone: 215-204-3121  
Print Name Signature