



FOOD FOR ON-CAMPUS DISTRIBUTION

Note: This form is to be used when arrangements are made to bring in a **caterer** to prepare and serve food or when distributing food purchased from a caterer, restaurant, or commercial company. Submit this completed form to EHS by campus mail (MS 4472), fax (979.845.1348), or email (ehsd-food@tamu.edu) **no later than seven working days** prior to the event. This signed form, which indicates approval, must be displayed at the food distribution site at the time of the event. Incomplete or illegible forms will not be approved.

Today's Date: _____ Event Date: _____ Event Time: _____

Organization/Department: _____

Activity/Event: _____

Name of Representative: _____

Phone: _____ Fax: _____ Email: _____

Distribution Site: _____

Time Food Distribution Begins: _____ Time Food Distribution Ends: _____

How will food be distributed? ☐ Food Servers ☐ Boxed / Pre-packaged ☐ Self-Serve (plates / buffet style)

Name of Caterer / Restaurant / Commercial Company: _____

Caterer Location: _____ Caterer Phone: _____

Description of food to be distributed: *(Be specific, such as types of meats, sandwiches, pizza, etc.)*

EHS OFFICE USE ONLY

Caterer Permit: ☐ BCHD ☐ Other _____ Date Form Received: _____

RECOMMENDATIONS / REQUIREMENTS:

☐ Hats/hair restraints ☐ Gloves ☐ Food must be served within **4 HOURS** of pickup/delivery

AUTHORIZED SIGNATURE

DATE