



## 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](mailto: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