



DONATED FOOD REQUEST

This application is a request the use of donated food not provided by WSU Dining Services on campus for meetings and events.

Requests must meet the following conditions:

- ➔ All donated food must be provided by a licensed food provider.
- ➔ The requesting party must show proof that the food was donated.
- ➔ Requests for the use of donated food must be accompanied by an existing space reservation.
- ➔ Food valued at under \$500 does not require approval.
- ➔ Requests by RSOs must be approved by Student Engagement, Advocacy & Leadership (SEAL).

Requests for Donated Food to be served on campus should be approved though the RSC Event Services Office and submitted a minimum of 10 business days in advance.

ORGANIZATION NAME: _____

FACULTY: **STAFF:** **DEPARTMENT:** _____

CONTACT NAME: _____ **CONTACT NUMBER:** _____

EMAIL: _____

DONATED FOOD PROVIDER: _____

EVENT LOCATION: _____ **DATE:** _____ **TIME:** _____

TYPE OF EVENT: _____

DO YOU HAVE AN EVENT RESERVATION? Y N

IS THE FOOD PROVIDER LICENSED? Y N

_____(initial) I have read, understand and agree to abide by the procedures and guidelines in WSU policy 20.16

Approved: Denied: Signature: _____ Date: _____

Comments: _____

