

SOUTHEASTERN LOUISIANA UNIVERSITY  
FOOD POLICY APPROVAL FORM  
FOR FOOD RELATED ACTIVITY OR PURCHASE

Student Organization or Department Unit: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_ Time of Activity: \_\_\_\_\_

Food to be Served: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Food Will Be:  Sold or  Served Free

Is Food Being Donated?:  No /  Yes- Donor Name \_\_\_\_\_

Food Will Be Purchased From:      Campus Dining  
    Vendor/Supplier  
    Not Applicable

Food Will Be Prepared By:            Campus Dining  
    External Caterer  
    Student Organization or Departmental Unit  
    Donor

Food Will be Served By:            Campus Dining  
    External Caterer  
    Student Organization or Departmental Unit  
    Donor

Budget Amount Available for Activity: \_\_\_\_\_

Actual /  Estimated - Cost for Activity: \_\_\_\_\_

Name of Full-Time Employee Responsible For Event: \_\_\_\_\_

Name of Individual Who Has Attended the Food Safety Class: \_\_\_\_\_

Certificate of Insurance Attached For External Caterer:  Yes /  No

Approval Form Submitted By: \_\_\_\_\_ Date \_\_\_\_\_

Approved Form To Accompany Purchase Requisition For Non-Campus Dining Purchase

Activity or Purchase Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students

Date

Dean of Students  
11/15/06

**Office of the Dean of Students**

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