



## DePaul University Donation of Food/Beverage Service

**This letter is to be completed by the organization donating the food and/or beverage.  
It must be received in the office below no later than five (5) business days before the event.**

Today's Date: \_\_\_\_\_

Fax: 773/325-7347

Mr. Jeff Quest  
Associate Director of Student Centers  
2250 N. Sheffield Avenue  
Suite 303  
Chicago, IL 60614

Dear Mr. Quest:

The purpose of this letter is to inform DePaul University that our organization is making a donation of food and/or beverages for a University function held on the DePaul University campus. Details of the donation are outlined below.

Name of Event: \_\_\_\_\_

Name of University department or organization: \_\_\_\_\_

University contact: \_\_\_\_\_

Date of event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Specific Item(s) and quantities being donated: \_\_\_\_\_

\_\_\_\_\_

Estimated retail dollar value (excluding tax and labor): \_\_\_\_\_

How food is prepared and transported: \_\_\_\_\_

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Our organization warrants that the food that is being donated to DePaul was prepared and transported in accordance with all applicable health and safety laws, regulations, rules, and standards; and that it is suitable for consumption at the time of delivery and for \_\_\_\_ hours afterwards with the following specific directions for care and handling:

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Sincerely,

Name: \_\_\_\_\_

Name of organization: \_\_\_\_\_