



# 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: \_\_\_\_\_



## Donations Request Form

This form is to be completed by the sponsoring student organization or department of DePaul University.

DePaul Catering is the exclusive catering service provider for DePaul University. Any events held on the Loop and Lincoln Park Campus of DePaul University requires the use of DePaul Catering. Food donations from outside companies to be used on campus must be submitted for approval and may or may not be approved. Due to health/safety issues relating to the preparation, cooking, storing and transportation of food, we require you submit this form for review and approval. By completing all sections of this form, DePaul University can better determine what food donations should be allowed.

**It is important that you complete ALL sections of this form and submit it to the Student Center Administration Office, Suite 303, at the Lincoln Park Student Center, at least one week prior to your event.**

Date form is being submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Sponsor and Event Details

1. Name of organization or department: \_\_\_\_\_

2. Your e-mail address: \_\_\_\_\_

3. **Please check one:**

University Department *Name of Dept:* \_\_\_\_\_  
 University recognized Student Organization *Name of Org:* \_\_\_\_\_

4. Name of Event: \_\_\_\_\_

5. Date & Day of Event: \_\_\_\_\_

6. Location of Event: \_\_\_\_\_

7. Purpose of Event: \_\_\_\_\_

8. Person responsible for the set up and clean up of your event: \_\_\_\_\_

9. This person's contact info (phone/email): \_\_\_\_\_

10. Have you contacted DePaul Catering to discuss the possibilities of their donating the food you need for your event? Yes  No

### Donation Details

1. Please provide detailed information on the type of food/beverages being donated:

2. Please offer information how the food is being prepared, stored and handled including the heating/cooking methods being used:

3. Name of Business donating food:

**Please note that a "Donation of Food/Beverage Service" form must be completed by the donating organization and sent to the Student Centers Administration, Suite 303, of the Lincoln Park Student Center no later than one week prior to the event.**

### For office use only

Approved:  Not Approved:

Student Centers Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Chartwell's acknowledgement: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_