



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 \$100 does not require approval.
- Requests by RSOs must be approved by Student Involvement

Requests for Donated Food to be served on campus should be approved through the 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? Yes ☐ No ☐ Reservation # _____

Is the food provider licensed? Yes ☐ No ☐ License # _____

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

Approved: ☐ Denied: ☐ Signature _____ Date: _____

Comments: _____
