

APPROVAL FOR CONDUCTING RETAIL SALES, SERVING or SELLING FOOD

University policy regulates business functions that occur at or on behalf of the University. The Board of Regents has approved as policy, rules found in the *Business and Financial Affairs Handbook* (specifically but not necessarily exclusively found in sections IV and VII) that regulate how purchasing, cash handling, retail sales, and foodservices shall be handled. The Memorial Union is assigned to perform retail sales and foodservices for the University. However, approval for retail sales or food sales at or on behalf of the University by parties other than the Memorial Union may be approved for special circumstances. The criteria for considering requests for these exceptions are as follows: (1) the appropriateness of the activity for the University, and whether or not the activity should properly be conducted by the Memorial Union; (2) whether risks and liabilities to the University are being properly managed; (3) whether appropriate taxes will be remitted and or, licenses and permits secured; (4) whether purchasing 14 day advance notice of the activity for which approval is sought, however practical considerations may require a longer approval period in order to allow for adequate planning for the retail or food sale activity.

Name of Organization _____

Contact Person _____ Phone _____

This organization is a

University Department
 Registered Student Organization
 Commercial Entity hosted by the University
 Recognized Student Organization

Dates and times of activity _____

Planned Location of retail/food sale _____

Person/Vendor responsible for serving food _____

Is the Person/Vendor Serve Safe Certified? YES, expiration date _____
 NO

Reason for conducting this activity _____

Items to be Sold/Served:

Item	Estimated Quantity	Retail Price

FOAPAL for SALES INCOME _____ FOAPAL for SALES TAX _____

As an authorized representative of the above names organization, I request authority to conduct retail sales/foodservices as outlined her in.

Requestor Date _____

Department Head/Faculty Sponsor Date _____
_____ Approved _____ Disapprove

Dining Services Date _____
_____ Recommended _____ Not Recommended

Ichabod Shop Bookstore Date _____
_____ Recommended _____ Not Recommended

Comments _____

University Director Business Services Date _____
_____ Approved _____ Disapprove

Director of Finance Date _____
_____ Approved _____ Disapprove

Distribution upon signing: Return a photocopy for file. The fully executed original will be returned to the requestor.