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 acidity.

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:

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<tr>
<th>Item</th>
<th>Estimated Quantity</th>
<th>Retail Price</th>
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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.

________________________________________________________________________ Date ________________

Requestor

________________________________________________________________________ Date ________________

Department Head/Faculty Sponsor

_____ Approved _____ Disapprove

________________________________________________________________________ Date ________________

Dining Services

_____ Recommended _____ Not Recommended

________________________________________________________________________ Date ________________

Ichabod Shop Bookstore

_____ Recommended _____ Not Recommended

Comments ____________________________________________________________________________

____________________________________________________________________________________

________________________________________________________________________ Date ________________

University Director Business Services

_____ Approved _____ Disapprove

________________________________________________________________________ Date ________________

Director of Finance

_____ Approved _____ Disapprove

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