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 policies are being followed and; (5) whether appropriate cash handling procedures are in place. **Approval requires a minimum 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 Serv-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 named organization, I request authority to conduct retail sales/food services as outlined herein.

_____ _____ Date _____ Requestor

_____ _____ Date _____ { } Approved { } Disapproved - Dept Head or Faculty Sponsor

_____ _____ Date _____ { } Recommended { } Not Recommended — Dining Services

_____ _____ Date _____ { } Recommended { } Not Recommended - Bookstore

Comments _____

_____ _____ Date _____ { } Approved { } Disapproved — University Director Business Services

_____ _____ Date _____ { } Recommended { } Not Recommended—Director of Finance

Distribution: Upon signing, return a photocopy for file. The fully executed original will be returned to the requestor.

(Rev 05/04 jc)