

## EXEMPTION FORM FOR FOOD

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This exemption form applies to General Revenue and foundation funds only.

Please complete the following to determine whether your event qualifies for food exemption. All requests must be submitted to COE Dean's Office at least 5 business days prior to date of your event. Please note that approval may be rare. Please plan accordingly.

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Today's Date: \_\_\_\_\_ Requester's Name: \_\_\_\_\_

Requester's Email: \_\_\_\_\_ Requester's Phone: \_\_\_\_\_

### **Event Information**

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Estimated Cost of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Type of people attending the event (check all that apply)

Students     Faculty     Staff     Other, specify: \_\_\_\_\_

Funding Source:     General Revenue     Foundation

Please explain the justification for an exception.

Submit to Tory Jenkins, [tejenk1@ilstu.edu](mailto:tejenk1@ilstu.edu), campus box 5300

### **Dean's Office Use Only:**

Approved:     Denied:

Date Received	
Signature	