Aztec Shops, Ltd. retains exclusive rights for the campus of San Diego State University. Sponsoring organizations, student clubs, departments, companies, or individuals (faculty/staff) wishing to obtain & serve food or beverages from outside source(s) whether a purchase or donation must adhere to following:

**Step 1:**

If you are a SDSU (RSO) Recognized Student Organization; please visit the Event Approval System Website to submit for an EAS# four digit number to upload your documents. [https://stuapp.sdsu.edu/EAS/4/Login/Officer](https://stuapp.sdsu.edu/EAS/4/Login/Officer)

Student Life & Leadership Office: 619/594-5221; Aztec Student Union Rm. 210; SLL@mail.sdsu.edu

**Step 2:**

Contact SDSU Catering at least THREE (3) WEEKS prior to event & submit a written official bid from the proposed outside source. Fax: 619/594-7476; Office Telephone 619/594-7642 or Email: catering@sdsucatering.com

If SDSU Catering waives their exclusive rights, the following information listed on the Catering Proposal Approval form must be submitted:

1. Cert. of Liability Ins. (General, Auto & Workers’ Comp./Employers) and must name “Aztec Shops, Ltd., the State of California, the Trustees of the California State University, the campus and the officers, employees, volunteers, and agents” as additional insured.

2. Outside source must arrange own prep area & all necessary equipment.

3. The kitchen in the Union is NOT available.

4. Purchases from a local Grocery Store, if pre-packaged, do not require a bid. However, an itemized list of the items that will be served at the event is needed.

5. Please note SDSU is contracted with Pepsi and only Pepsi brand is allowed at events. [www.sdsucatering.com](http://www.sdsucatering.com)
Catering Proposal Approval
MUST BE TURNED IN 3 WEEKS PRIOR TO EVENT
For catering provided by an off-campus source

Date Form Turned Into Catering_____________  EAS# _____ Packet Completed Yes/No*

Sponsoring Organization/Company_________________________________________________________

**Contact__________________________  Phone__________________________  Email__________________________

Event_________________________________  Event Date__________________  Time____________ to__________

Expected Attendance________ (Room)  Location for Food Service________________________________________

Requested Off-Campus Source (i.e. Restaurant, Catering, Grocery Store)______________________________

The following documents must be attached and are subject to review and approval from SDSU Catering:

[ ] Written official catering company bid from off-campus vendor source. May be emailed from manager/owner.
   (Bid must include a list of individual items: brands of food or beverages, quantities, portion/serving sizes & costs)

[ ] Copies of the following from the above off-campus vendor source (unless pre-packaged from a Grocery Store):
   [ ] Cert. Liability Ins.—Please list the following as additional insured:
      Aztec Shops, Ltd., the State of California, the Trustees of the California State University, the campus and
      the officers, employees, volunteers, and agents.
   [ ] General Liability w/Policy Number & the Effective date(s) Current + Not Expired – required before the event
   [ ] Automobile Liability Policy Effective /Current - required for events if delivering/driving on campus
   [ ] Workers Compensation & Employers’ Liability Policy Effective /Current - required for staffed events

Accepted & Approved by: _______________________________  Date: _______________________________

SDSU Catering
Aztec Shops, Ltd.

*Incomplete forms must be completed within 2 business days. Incomplete packets may be denied.
**Only one representative from the Student Organization will be the main contact for the event.
***All correspondence and changes will only be accepted from the contact listed above for the event.

Vendor (or University Sponsor) is reminded that vendor should show proof of Liability Insurance, Workers Comp, and Health Department Clearance.

Beverages must be Pepsi Products only. Sternos may not be used at any function which is not catered by SDSU Catering.