DONATED FOOD SERVICES REQUEST

The Department of Housing and Food Services proudly donates Pepsi Products and food items to the University of Pittsburgh community. We attempt to support student programs and community events that are open to the University of Pittsburgh’s student body.

If you are interested in utilizing this service, please review the following important information.

- Pepsi products and food items are donated on a LIMITED BASIS. Requesting a donation does not mean you will automatically be granted the request (Donated Food Services has budget and product limitations).

- You must turn in your request at least two weeks prior to your scheduled event.

- Donated items are not to be sold.

- Alcoholic beverages are not permitted to be served at an event where a donation has been made.

WE DO NOT…
- Make donations for departmental picnics or fundraisers.
- Make donations for events that are open to the general public.
- Deliver donations.

All donations are for pick-up only. Once your request has been approved, University of Pittsburgh Catering will contact you with a date, time and location for your pick up. Please keep in mind that your organization is completely responsible for cleaning up after the event.

Please sign to verify that you have read and understand the above information. If you have any questions, please contact University Catering at (412)648-2302

*You must complete the back of this document in order to be considered for a food donation and return it to Panther Central, Litchfield Towers’ lobby.*
*Please remember to sign the front of this document*

Event Name: ____________________________   Event Location: ________________________

Today’s Date: _______________            Event Date/Time: _______________

(Request must be at least TWO weeks in advance)

Requester’s Name: ______________________ Phone___________  Email____________

Requester’s Address: ______________________________________________________

Requester’s Organization: __________________________________________________

Number of People Attending: _________  Pitt Students Only?   Yes____  No_____

At this event I would like…  
(Please List Specifically)

☐ Pepsi Products *cups/ice NOT included

_____________________________________________________________

☐ Food

_____________________________________________________________

Are You Having Entertainment?   Yes ☐  No ☐

Do You Have A Budget For This Event? Yes ☐  No ☐

Please Describe the Event:
_____________________________________________________________

_____________________________________________________________

How Does This Event Support Student Life on Campus?
_____________________________________________________________

_____________________________________________________________

*Please Leave the Following Information Blank*

Request Approved: Yes ☐  NO ☐

Reason for Denied Request_____________________________________________________

Donation Amount: __________________

Approved By: ______________________

Date of Approval: ___________________