



FOOD ENTRY PASS

IMPORTANT – PLEASE READ FIRST!

- (1) This form must be submitted at the Office of the AVC for Campus Services (HSSH 1403), within office hours, **no later than two (2) working days** before the date of the activity. (*Saturday is not counted as a working day for this purpose*)
- (2) This form is considered APPROVED when signed by the AVC for Campus Services or his/her representative.
- (3) The approved form must be surrendered to the Guard On-Duty upon entry of the food items.

Receive Stamp

Name (Last, First, Middle)		Date of Request	
		ID Number	
Email Address	@dlsu.edu.ph	Mobile Number	
Position		Local Number	
Office/Organization			
Activity			
Date of Activity		Time of Activity	

FOOD ITEMS ALLOWED ENTRY

Quantity	Unit	Description	Estimated Cost

REQUESTING PARTY	APPROVAL
<p><i>I declare that the food items to be brought in are intended exclusively for the activity stated above. I will be personally responsible for ensuring proper waste disposal after the activity.</i></p> <p>Signature over printed name / Date</p>	<p>MS. KAREN R. HEBRON, AVC for Campus Services Date</p>

Note: The form is available for download at http://www.dlsu.edu.ph/offices/vpadmin/_pdf/food-entry-pass.pdf