

**TCNJ Recognized Student Organization Food Sale Form**

*\*Display completed form at event\**

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**Food Purchased Prepackaged or Food listed on Approved Food Type List**

Food Item: \_\_\_\_\_

Purchase/Pickup Location: \_\_\_\_\_ Pick up Day/Date/Time: \_\_\_\_\_

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**Food Purchased from 3rd Party Company**

Food Prep Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Food Item: \_\_\_\_\_

Food Ingredients:

Food should utilize a Sterno for service: **Yes/No**

Food should be kept cool: **Yes/No**

Date/Time of Food Preparation: \_\_\_\_\_ Appropriate Service Time: **1 / 2 / 3 / 4** hours

Other Food Service instructions: \_\_\_\_\_

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Representative of Food Preparer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**We certify the above information to be true and accurate:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TCNJ Recognized Student Organization Food Service Checklist**  
**(Sales, Free Food, or Food with a Recommended Donation)**

Food Item: \_\_\_\_\_

Ingredient list:

Food Preparation/Pickup Day/Date/Time: \_\_\_\_\_

- Food was produced in a licensed commercial kitchen.
- This food was prepared in a home kitchen or other location that does not hold food license and is not inspected by staff trained in food safety.
- This food may therefore contain allergens or may have come in contact with allergens during preparation.
- Food was transported to site in a manner consistent with its food safety recommendations
- Gloves and serving utensils are being used.
- Group is providing plates/utensils for single use.
- Proper hand washing occurred before and during (as needed) food service.
- Group has a designated member(s) serving food throughout food service.
- This food needs to be maintained at an acceptable temperature I.e. cold foods must be kept refrigerated (consumed or refrigerated below 41°F ) and hot items must be kept at minimally safe temperatures for hot items (consumed or maintained at or higher than 135 °F).
- Foods required to be kept hot/cold are **NOT** being maintained at acceptable temperatures:

**FOOD GOOD FOR 2 HOURS**

Food Service Must Conclude By: \_\_\_\_\_  
(Preparation Day/Date/Time + 2 hours)

- Foods required to be kept hot/cold **ARE** being maintained at acceptable temperatures **OR** Food is **NOT** required to be maintained at an acceptable temperature:

**FOOD GOOD FOR 4 HOURS**

Food Service Must Conclude By: \_\_\_\_\_  
(Preparation Day/Date/Time + 4 hours)

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**We certify the above information to be true and accurate:**

\_\_\_\_\_  
**Name of Student Organization**

\_\_\_\_\_  
**Name of Student Representative**

\_\_\_\_\_  
**Date**