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**Re: Documentation Request for Food Vendors**

To Whom It May Concern:

Stockton University would like to add your establishment to our “Approved Food Vendor List” for catering and takeout orders for University events. This list consists of pre-approved restaurants and food vendors who have provided certain documentation to the University’s Risk Management department and/or our food service provider, Chartwells.

In order to add your business to the approved list, we are requesting the following documentation:

1. Mercantile/Business License;
2. Proof of Satisfactory Sanitary Inspection (Local Board of Health);
3. Certificate of Insurance (if vendor will be catering/serving food on campus, the COI must list Stockton University and the State of NJ as additional insureds in compliance with the University Standard Insurance Requirements);
4. ServSafe Certification.

The purpose of this request is to ensure the safety of our students, faculty and staff, and to eliminate the need to request documentation for future orders. Your establishment’s inclusion as a pre-approved vendor will signal to the Stockton community that you have met these requirements, thereby expediting the approval process.

Please feel free to contact me if you have any questions.

Thank you.

Sincerely,

*Regina Rosenello*

Regina Rosenello, Esq.  
Risk Manager  
Stockton University