

**Texas State University-San Marcos  
Off Campus Caterer Acknowledgement**

I affirm and understand the off-campus catering contract between this vendor and the university and accept the terms and conditions stipulated within that contract. I understand that all events catered on-campus by off-campus vendors are subject to a commission charge payable to the institution equal to 12.75% of the total amount charged by the caterer. This amount must be remitted to the University within 2 weeks following a catered event. It is my responsibility to ensure that the caterer supplies Auxiliary Services with a copy of the event contract prior to the day of the event or on the day of the event.

**Note: Failure to complete and submit this form could result in the canceling of your reservation.**

**Texas State Affiliated Department**

Date of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

University Responsible Person \_\_\_\_\_

University Department \_\_\_\_\_

SAP Fund \_\_\_\_\_ SAP Cost Center \_\_\_\_\_

Caterer Selected \_\_\_\_\_

Account Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**Non Texas State Affiliated Client**

Date of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Organizations Responsible Person \_\_\_\_\_

Caterer Selected \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

**\* A Copy of this form must be presented to the Office of Auxiliary Services, LBJ Student Center 3-2.50, prior to the event.**