May 2016

To: Food Vendors

The Alhambra Unified School District requires a *Policy Endorsement naming AUSD as additional insured* for $1,000,000 added to your *Certificate of Liability Insurance.*

Please contact your Insurance Company to obtain this Endorsement, or you can use information below.

**Online ASCIP TULIP Program Instructions**

**Alliance of Schools for Cooperative Insurance Program**

1. Go to www.ebi-ins.com/tulip

2. Select “Alliance of Schools for Cooperative Insurance Program”

 Venue Code: 0360-002

3. Select the district where you are holding the event.

4. Answer a few basic questions to request an online quote.

5. If you wish to purchase the coverage, provide credit card information, coverage will be bound immediately. A certificate of insurance will be emailed to the email address provided.

6. If you have any questions, please contact EBI at 800.507.8414.