



Food Safety Program
Food Truck Prior Approval Request

Instructions

This form is to be completed by a KSU employee organizing a food truck event to request a prior approval of the food truck from the Environmental Health and Safety Department. A complete request for approval must be submitted to ehs@kennesaw.edu at least 10 business days before the event.

Event Information

Food Truck Event Name		Event Location	
Event Organizer		Organizer's Phone	
Event Date		Set up Time	
Event Begin Time		Event End Time	
Food Truck Vendor Name		Vendor's Phone	
Vendor's Address		Vendor Email	

Mark all that apply:

	Yes	No	N/A
The food truck is currently permitted to operate in Cobb County .			
Food truck will only serve packaged food that has been prepared at the vendor's base of operation.			
Food truck will not cook; only reheats commercially precooked ingredients.			
Food truck will provide food cooked on site and truck has solid fuel (wood, charcoal, other solid fuel) and or propane powered cooking appliances.			
The vendor has provided food truck services to KSU in the past.			

Attached Documents

Mobile Food Permit **COI** **Health Department Inspection report**

Notes:

EHS Review Outcome

Approved **Approved with Condition** **Not Approved**

Review Conducted by:

Date/Time:

EHS Personnel's Signature:

Date/Time: