

Mobile Food Unit Routing Form

The Mobile Food Unit Routing form must be submitted with the Mobile Food Unit Application to the Environmental Health, Safety, Risk and Emergency Management (EHSREM) Department at least 45 days prior to the event, no exceptions. Please refer to the Mobile Food Unit Approval Process on page 2 for instructions on how to complete the application process.

Contact Information

Organization/Department: _____ Contact Name: _____
 Contact Email: _____ Contact Phone Number: _____

Responsible Party	Required Action	Signature	Date
Sponsoring Department	I, _____, as the director of <small style="margin-left: 100px;">Name</small> _____, <small style="margin-left: 100px;">Department Name</small> assume the responsibility of routing the Mobile Food Unit Application and Routing Form to my department's representative on the President's Cabinet.		
EHSREM	EHSREM recommends that the Mobile Food Unit Application be: _____ Approved _____ Denied		
Representative on President's Cabinet	I, _____, <small style="margin-left: 100px;">Name</small> certify that the Mobile Food Unit Application was presented to the President's Cabinet on _____. <small style="margin-left: 100px;">Date</small>		
President's Cabinet	Approval Status: _____ Approved _____ Denied		

Mobile Food Unit Approval Process

1. An organization/department interested in bringing a mobile food unit on Texas State campus must have a department sponsorship. The director of the sponsoring department must sign the Routing Form and assume the responsibility of routing the Mobile Food Unit Application to their representative on the President's Cabinet.
2. The vendor will fill out the Mobile Food Unit Application and attach the required documents listed on the Mobile Food Unit Application.
3. The Routing Form with the sponsoring department's director's signature and the completed Mobile Food Unit Application must be submitted to Environmental Health, Safety, Risk and Emergency Management (EHSREM) (ehs@txstate.edu) for review.
4. EHSREM will review the application and make a recommendation to the cabinet to approve or deny the Mobile Food Unit Application.
5. The department director will route the Routing Form with EHSREM's recommendation and the Mobile Food Unit Application to their representative on the President's Cabinet.
6. The representative will bring the Mobile Food Unit Application and Routing Form in front of the President's Cabinet for approval or denial.
7. The signed Routing Form with the President's Cabinet's approval or denial and the Mobile Food Unit Application will be sent to EHSREM.
8. If approved, EHSREM will sign the Mobile Food Unit Application and send the approved forms to Student Involvement. If denied, the requesting organization and Student Involvement will be contacted and made aware of the denial.
9. Once approved, the sponsoring department must fill out an online Outdoor Space Request via [EMS](#) and attach either their contract with the vendor or a signed Vendor Agreement.
10. Student Involvement will review and approve the Outdoor Space Request based on availability of food truck approved location and date and send a final confirmation.
11. EHSREM and the fire marshal will conduct an on-site inspection at a pre-arranged time within 2 business days of the event.

*Student Involvement requires forms to be submitted no earlier than one month prior to each requested date and no later than 10 business days prior to each requested date.

**EHSREM requires that the Routing Form with the director's signature and the completed Mobile Food Unit Application be submitted no later than 45 days prior to your event. No exceptions!