



Food Truck Vendor Compliance Checklist

☐ **Licensing & Regulatory**

- ☐ NBHD application submitted **≥ 2 weeks prior to event**
 - ☐ MVL or TFL application number provided to sponsoring department (CCSU Client)
-

☐ **Documentation**

- ☐ Official quote submitted to sponsoring department
 - ☐ Certificate of Insurance (COI) submitted to sponsoring department **and** CCSU Purchasing (CCSU to be listed as additionally insured)
 - ☐ Signed W-9 submitted to CCSU Purchasing (if new vendor) via the secure link: <https://www.ccsu.edu/fiscalaffairs/vendor-information>
-

☐ **Environmental, Fire & Safety Readiness**

- ☐ Fire extinguishers present and properly rated (ABC/K as applicable)
 - ☐ Fire extinguishers and suppression systems with current inspection tags
 - ☐ Propane tanks properly secured and compliant
 - ☐ Generator and fuel storage compliant
 - ☐ Extension cords safe and properly rated
 - ☐ Ready for CCSU EHS fire safety inspection
 - ☐ Cardboard to be placed under vehicle to mitigate possible fluid stains
-

☐ **Payment**

- ☐ Final invoice submitted to CCSU Accounts Payable (ap@ccsu.edu)
if invoice is submitted before the event, the check may be ready at conclusion of event