

PROCESS FOR NEW OFF-CAMPUS FOOD PROVIDER

All food providers that come onto UT Tyler property (all campuses) must first be vetted by the Offices of Risk Management and Environmental Health & Safety for required food permits and insurance. Below is the process if the provider is not one of [UT Tyler's Vetted Food Vendors](#):

1. UT Tyler department or organization determines if the off-campus vendor has a NET Health food permit.
 - a. If the vendor is not permitted with NET Health, they cannot be used until they can provide documentation of such.
 - b. If they are, the event contact has the vendor send a copy of their current NET Health food permit via email to foodsafety@uttyler.edu (copying the event contact).
 - i. If they are a food truck, a copy of their truck sticker should also be sent.
 - ii. A copy for each store location/truck should be sent.
2. For an event hosted by the UT Tyler academic campus, the event coordinator should determine if the potential food vendor is already set up in UT Share/PeopleSoft; and if not, send a PaymentWorks invitation to the potential vendor.

For an event hosted by the UT Tyler HSC campus, the event coordinator should determine if the potential food vendor is already set up in HSC PeopleSoft; and if not, obtain an IRS form W9 from the potential vendor and email it to DL-Purchasing@uthct.edu for vendor record setup.

3. A Certificate of Insurance (COI) is needed. The event contact needs to email riskmanagement@uttyler.edu the off-campus food vendor's contact name and email address. UT Tyler's Risk Manager will send a Trust Layer invitation or request their COI from the vendor and their broker.
4. Once NET Health permitting and insurance requirements are met, Food Safety and Risk Management will ensure the vetted off-campus food vendors list is updated and provided to Event Management, who will update their webpage.

Please start the process early.

Food vendor needs to have all paperwork submitted and approved
at least **10 days** prior to the date of the event.