



Food Truck Policies & Procedures
Global Hospitality Program
Citi Gray, TN

Food Truck Program

Citi Gray Tennessee

Policy applies to Citi Gray, TN location for all “**Food Truck**” Event Service requests.

- Onsite manager will be the single point of contact and will vet external Food Truck Vendors, provide approval and coordination of all food truck events with the site communicator/requestor
- Onsite manager will ensure Food Truck compliance with all applicable Local & State laws, and compliance of Board of Health safety standards

Special Event food truck requests

- Any additional requests for Food Trucks for onsite special events should be emailed to the onsite manager.
- In the event you have a special request for a particular local food truck, requests must also include the following:
 - Vendor Name & Contact Information
 - Copy of Vendor's Certificate of Insurance
 - Copy of Vendor's Health Dept. Permit

Onsite Manager

[Email: brownwitt-jessica@aramark.com](mailto:brownwitt-jessica@aramark.com)

- Onsite manager will process Citi GOC code for catering and special events

Citi Expense Management Policy (CEMP)

- Foodservice Supplier will ensure Catering and Special Events must be authorized by a Citi management employee prior to services rendered and comply with Citi's CEMP policy for catering and special events functions a function prospectus, indicating details of function, must be signed, and approved by Citi management representative. Total charges for event, as stated in the function prospectus, must match invoice amount, unless otherwise authorized.
- Per the Meetings & Events Policy, meetings, or events with an expense of \$5,000 or greater require NERF approval prior to entering any financial commitment (examples include signing a contract with a venue, purchasing tickets, reserving a speaker) or distributing “save the date” notices or invitations.