



## Commissary Information for Mobile Food Vendors

The commissary is a licensed food establishment that serves as the base of operations for any Full-Service Mobile or Pushcart (Mobile). Each Mobile is **required** to report to commissary daily for supplies, cleaning, and disposal of wastewater. Depending on the needs of the Mobile, commissaries will have to be able to provide different services.

In order to obtain a Mobile license to sell food, this written agreement between the commissary location and the Mobile food vendor must be signed by commissary management and submitted to the Tulsa Health Department (THD). This letter must include operational specifics concerning the use of the commissary location by a Mobile food vendor including the commissary operating hours, agreement for disposal of waste water, time frame that the Mobile food vendor will be allowed at facility, etc.

The Mobile food vendor owner must submit this signed form to THD for approval and complete a new form if the commissary location changes. Call your THD Inspector at 918.595.4300 for appointment.

**Fill out the form below and return to THD before licensing.**

Mobile Name: \_\_\_\_\_

Mobile Owner Name: \_\_\_\_\_

Mobile Phone #: \_\_\_\_\_ Commissary Phone #: \_\_\_\_\_

Type of Mobile: \_\_\_\_\_ Full-Service \_\_\_\_\_ Pushcart

Commissary Name: \_\_\_\_\_

Commissary Address: \_\_\_\_\_

Time Frame Commissary Available for this Mobile: \_\_\_\_\_

This Commissary will be providing the following services:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Fresh water supply        | <input type="checkbox"/> Food preparation       | <input type="checkbox"/> Dry food storage             |
| <input type="checkbox"/> Grey water disposal       | <input type="checkbox"/> Three compartment sink | <input type="checkbox"/> Pushcart cleaning facilities |
| <input type="checkbox"/> Refrigeration for storage | <input type="checkbox"/> Grease disposal        | <input type="checkbox"/> Mobile unit storage          |
| <input type="checkbox"/> Other:                    |   |   |

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As the operator of this licensed Commissary, it is my intention to allow my facility to serve as a commissary and provide the services listed above for the Mobile food establishment.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_