Record of Meals Purchased from Vendors

Teacher/Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month/Year \_\_\_\_\_/\_\_\_\_\_\_\_

**RECORD ONLY MEALS AND SNACKS PROVIDED BY A SCHOOL FOOD SERVICE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | # Of Student Breakfasts **received** | # of Adult Breakfasts **received** |  | # of Student Lunches **received** | # of Adult  Lunches **received** |  | AM or PM Student Snacks **received** | \*number of milk cartons or gallons  *if provided separately* from a meal |
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Purpose of form: record number of meals **received** and days of service so the business office can compare to the invoice.  
Record the date of service; record the number of meals delivered in the appropriate category.   
\*Occasionally, a site contracts for milk delivery but otherwise the classroom buys breakfast items  
Email to [businessoffice@nmcaa.net](mailto:businessoffice@nmcaa.net) at end of month **Distribution: Business Office**

6/22  p/ head start/usda/all 22-23/record of meals purchased from vendor