Record of Meals Purchased from Vendors

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

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Student Breakfasts | Adult Breakfasts  |  | Student Lunches | AdultLunches |  | AM or PM Student Snacks | \*number of milk cartons or gallons *if provided separately* from a meal |
|  | # Recv | # Serv | # Recv | # Serv |  | # Recv | # Serv | # Recv | # Serv |  | # Recv | # Serv |  |
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Purpose of form: Record number of meals (received and served) and days of service so the business office can compare to the invoice. Record the date of service. Record the number of meals received from the vendor and the number of meals served at the “Point of Service” in the appropriate category. The meals served at the “Point of Service” should match the number of individuals actually eating at that meal and the meal counts on ChildPlus.

\*Occasionally, a site contracts for milk delivery but otherwise the classroom buys breakfast items

Record of Meals Purchased by Site

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

**RECORD ONLY MEALS AND SNACKS PURCHASED BY THE SITE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Student Breakfasts | Adult Breakfasts  |  | Student Lunches | AdultLunches |  | AM or PM Student Snacks | \*number of milk cartons or gallons *if provided separately* from a meal |
|  | # Purch | # Serv | # Purch | # Serv |  | # Purch | # Serv | # Purch | # Serv |  | # Purch | # Serv |  |
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Purpose of form: Record number of meals (purchased and served) and days of service so the business office can compare to the receipts. Record the date of service. Record the number of meals purchased and the number of meals served at the “Point of Service” in the appropriate category. The meals served at the “Point of Service” should match the number of individuals actually eating at that meal and the meal counts on ChildPlus.