

## Summer Food Service Program Site Delivery Receipt

Site Name: \_\_\_\_\_ Site Number: \_\_\_\_\_

Location: \_\_\_\_\_ Date and Time: \_\_\_\_\_

**Kitchen:** After carefully checking and counting meals, a delivery slip must be signed and dated daily for meals sent out.

**Site:** After carefully counting and checking meals, a receipt must be signed and dated daily for the number of meals received.

Meal count variances and food quality comments must be recorded on delivery slips.

### Number of Meals Produced/Shipped

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Supper \_\_\_\_\_

Snack \_\_\_\_\_

Shipped by: \_\_\_\_\_

Kitchen Supervisor/Staff

### Number of Meals Received

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Supper \_\_\_\_\_

Snack \_\_\_\_\_

Received by: \_\_\_\_\_

Site Supervisor/Staff

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