

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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