



### CATERED MEAL DOCUMENTATION

Institution Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_ Agreement # \_\_\_\_\_

## Bulk Meal Delivery Ticket

Meal Type (Circle One):      **B**    **AM**    **L**    **PM**    **S**    **Late PM**

CATERING COMPLETES THIS SECTION

Food Item	Quantity (Pounds, Gallons)	Temperature*	# Servings/ Portion Size

\*Food temperatures should be outside the danger zone for safe food service (less than 41 or greater than 135 degrees Fahrenheit).

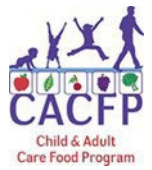
Date Delivered:	
Time Delivered:	
Delivered By:	
Comments:	

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**COMPLETED BY FACILITY / INSTITUTION STAFF AT TIME OF DELIVERY**

Received By:			
Time Serving Began:			
✓ the item below that best represents the food items above, for participants in attendance for this meal:	✓ <i>Mark groups being served</i>		
	Infants	Children	Adults
Meets FULL Meal Pattern(s) in required amounts			
Meets MORE than the Meal Pattern(s) in required amounts (additional items/servings)			
Meets LESS than the Meal Pattern(s) in required amounts (adding items on hand or made in-house items for complete Meal Pattern)			

\*Keep documentation on hand for 3 years, plus current year



**CATERED MEAL DOCUMENTATION**

Institution Name: \_\_\_\_\_ Facility Name: \_\_\_\_\_ Agreement # \_\_\_\_\_

**Plated Meal Delivery Ticket**

Meal Type (Circle One):    **B**    **AM**    **L**    **PM**    **S**    **Late PM**

CATERING COMPLETES THIS SECTION

Food Item	Temperature	Portion Size

\*Food temperatures should be outside the danger zone for safe food service (less than 41 or greater than 135 degrees Fahrenheit).

Date Delivered:		# Meals Delivered	
Time Delivered:			
Delivered By:			
Comments:			

**COMPLETED BY FACILITY / INSTITUTION STAFF AT TIME OF DELIVERY**

Received By:		# Meals Received	
Time Serving Began:			
✓ the item below that best represents the food items above, for participants in attendance for this meal:	✓ <i>Mark groups being served</i>		
		Infants	Children
Meets FULL Meal Pattern(s) in required amounts			
Meets MORE than the Meal Pattern(s) in required amounts (additional items/servings)			
Meets LESS than the Meal Pattern(s) in required amounts (adding items on hand or made in-house items for complete Meal Pattern)			

\*Keep documentation on hand for 3 years, plus current year