

How to Fill Out Weekly Report with Field Trip Meals

Pacific Catering
P.O. Box 7082
Fullerton, CA 92834

Invoice

DATE	INVOICE#
8/1/2013	8011513

BILL TO
Los Angeles Regional Food Bank 1734 E. 41st St. Los Angeles, CA 90058

SHIP TO

LUNCH INVOICE

Pacific Catering
P.O. Box 7082
Fullerton, CA 92834

Invoice

DATE	INVOICE#
8/1/2013	8011553

BILL TO
Los Angeles Regional Food Bank 1734 E. 41st St. Los Angeles, CA 90058

SHIP TO

*****FIELD TRIP*****

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
40	Los Angele...	CORN DOG APPLE 1/2 C ORANGE JUICE 4 OZ KETCHUP PACKET 9 GR 1/2 PT LOWFAT MILK NAP PACK	2.77	110.80

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
50	Los Angele...	TURKEY AND CHEESE SANDWICH APPLE 1/2 C ORANGE JUICE 4 OZ MAYONNAISE PACKET 12 GR 1/2 PT LOWFAT MILK NAP PACK	2.77	138.50

Meal Type (Circle)

Supper
Snack
Lunch
Field Trip

DATE:	Monday	Tuesday	Wednesday	Thursday	Friday
	7/29/13	7/30/13	7/31/13	8/1/13	8/2/13

Notes:

During Delivery	# of Meals Ordered	110	110	90	90	90
	# of Meals Signed On Invoice	110	110	90	90	90
Time Approved by State	Start Time of meal service	12:10	12PM	12PM	12:10	12:05
	# of FIRST meals served (use clicker)	85	80	75	81	62
	# of SECOND meals served	29	30	15	9	3
	# of incomplete/damaged meals	—	—	—	—	—
Time Approved by State	# of leftover meals	—	—	—	—	25
	End Time of meal service	12:45	12:40	12:40	12:45	12:25

**DO NOT COMBINE LUNCH
AND FIELD TRIP** INVOICE
MEAL #'s**

CORRECT: SEPARATE LUNCH & FIELD TRIP REPORTS

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Los Angeles Regional Food Bank
1734 E. 41st St.
Los Angeles, CA 90058

SHIP TO

LUNCH INVOICE

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
40	Lo Angele...	CORN DOG APPLE 1/2 C ORANGE JUICE 4 OZ KETCHUP PACKET 9 GR 1/2 PT LOWFAT MILK NAP PACK	2.77	110.80

8188975866 1-836 P0002/0009 F-931

Lunch
WEEKLY MEAL COUNT

LUNCH Weekly Report

Agency Name: _____
Address: _____
Site Phone #: _____

Meal Type: (Circle)
Meal Snack Lunch FieldTrip

DATE: 7/29/13 7/30/13 7/31/13 8/1/13 8/2/13

# of Meals Ordered	Monday	Tuesday	Wednesday	40	Friday
# of Meals Signed On Invoice	110	110	90	40	90
Start Time of meal service	12:10	12pm	12pm	12:10	12:05
# of FIRST meals served (use clicker)	85	75	75	40	62
# of SECOND meals served	25	30	15	—	3
# of incomplete/damaged meals	—	—	—	—	—
# of leftover meals	—	—	—	—	25
End Time of meal service	12:45	12:40	12:40	12:45	12:25

40 Onsite lunch meals

Pacific Catering
P.O. Box 7082
Fullerton, CA 92834

Invoice

DATE	INVOICE #
8/1/2013	8011593

BILL TO

Los Angeles Regional Food Bank
1734 E. 41st St.
Los Angeles, CA 90058

SHIP TO

*****FIELD TRIP*****

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
50	Lo Angele...	TURKEY AND CHEESE SANDWICH APPLE 1/2 C ORANGE JUICE 4 OZ MAYONAISE PACKET 12 GR 1/2 PT LOWFAT MILK NAP PACK	2.77	138.50

8188975866 1-836 P0003/0005 F-931

Field Trip
WEEKLY MEAL COUNT

FIELD TRIP Weekly Report

Agency Name: _____
Address: _____
Site Phone #: _____

Meal Type: (Circle)
Meal Snack Lunch FieldTrip

DATE: / / / / / / 8/1/13 / /

# of Meals Ordered	Monday	Tuesday	Wednesday	50	Friday
# of Meals Signed On Invoice				50	
Start Time of meal service				12pm	
# of FIRST meals served (use clicker)				50	
# of SECOND meals served				—	
# of incomplete/damaged meals				—	
# of leftover meals				—	
End Time of meal service				1pm	