

FOOD SURVEY REQUEST, REPORT, AND EXPENDITURE

Institution/Center: _____ **Locator Code** _____ **Date:** _____

Survey #:		Originator: (Signature/Title)	
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STOCK #	STOCK TYPE (F,L,U,O)	ITEM DESCRIPTION	DATE OF PKG.	LOT #.	REASON FOR SURVEY	QTY UNIT/ SUBUNIT	UNIT PRICE	TOTAL VALUE
						/		
						/		
						/		
							7) TOTAL:	

STOCK TYPE EXAMPLES: F (FARM), L (LOCAL PURCHASE), U (USDA), O (OUTSIDE PURCHASE) (Note: If Farm milk, pls. fax temperature log along w/survey).

REASONS FOR SURVEY: E (EXPIRED), SB (SPILL/BREAKAGE), S (SPOILED), T (THEFT), R(RECALL),(O) OTHER

DISPOSED OF BY: _____ **REASON FOR SURVEY:** _____

Food Service Manager	Business Manager	Superintendent
SIGNATURES		

**Cc: Central Food Service Office (FAX # (404) 651-6291)
File**

RETENTION SCHEDULE: This form will be kept in a local filing area for six years, one year active and five years inactive, then destroyed.