

**Instructions for Preparing
Production Record for Non-Reimbursable Foods
DE Form 0120**

General Information

This form is used to record foods and beverages that are not recorded on the DE Form 0121 Lunch, *Lunch Food Production Record* or DE Form 0121 Breakfast, *Breakfast Food Production Record* and to document the cost of these extra food items. It supplements the *Food Production Records* and the *Afterschool Care Program Snack Menu Planner and Production Record* (DE Form 0121 Lunch, DE Form 0121 Breakfast, and 0113). All food items that are not part of the meal served to students for reimbursement must be recorded on the DE Form 0120. Additionally, this form may be used to reconcile daily sales to cash revenue. This production record documents non-reimbursable food items that are not to be included in the nutrient analysis.

Foods to record on the *Production Record for Non-Reimbursable Foods* include: foods/beverages used for special meal functions; refreshments for school functions; à la carte food items; extra milk and other beverages sold and foods which are sold to adults and not offered to students. Non-reimbursable foods should be listed daily, and the number of items sold reconciled to cash revenue. Food items may be counted and costed either individually or by ingredient, e.g. a hamburger or ingredients of a hamburger, such as bun, patty, and condiments.

Instructions

- Column 1 Name/describe the item.
- Column 2 Record the number of units (items and/or servings) used.
- Column 3 Record the food cost per unit. It should be the actual cost of food (from invoice).
- Column 4 Multiply column 2 by column 3 to arrive at the total cost of all foods used.

At the end of the month, total Column 4 and enter the total in the “Non-Reimbursable Food Costs” field on the Inventory Tab of the of DE106 Financial Data Report.

Signature: Person completing the form should sign and record their position. For audit purposes, the signature indicates that the person signing the form is responsible for the accuracy of the information provided.