

# FOOD AND NUTRITION PROCEDURES

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Reviewed	July 2009
Effective	July 2006
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## Miami-Dade County Public Schools

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Subject: STORE ROOM ISSUE REPORTS

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,  
DEPARTMENT OF FOOD AND NUTRITION

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Store Room Issue reports are generated by ITS and sent weekly to each production site based on weekly menus and grocery orders. These reports list food items and issue units required for each day's food production.

The number of units issued should be recorded daily. Any other items issued should be added and must include the item number to ensure proper accountability.

In order to control cost, production and the possibility of loss, only the quantity required for the day's production should be issued.