

FOOD AND NUTRITION PROCEDURES

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

Subject: STATISTICAL REPORTS

For Action By: FOOD SERVICE MANAGERS

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

Statistical reports generated by ITS must be reviewed by the food service manager for accuracy. These include:

- Weekly Activity Report
- Management Statistical Report
- Statement of Revenue and Expenditures
- Analysis of Meals Served

Final copies of these reports must be kept on file for three years for audit purposes. Refer to current School Board procedures for disposing of records after the three year period.