

Michigan Department of Education
Office of School Support Services Child
and Adult Care Food Program

Record of Milk Purchases

Sponsor Name: _____ Agreement # _____

Center Name: _____ Month/Year _____
(if different from sponsor)

Milk Receipt Date	Vendor Name	Gallons Purchased	Directions	
			* Record the milk receipts by filling in the date the milk was purchased, the vendor name, and the number of gallons purchased/donated.	
			* At the end of the month, total the number of gallons purchased.	
			* Multiply the number of gallons by 21 servings per gallon to get the number of servings purchased.	
			* Total the number of Breakfasts, Lunches, and Suppers recorded on your meal attendance and record that total in the empty box labeled "Total number of Breakfasts, Lunches, and Suppers served".	
			* Compare the total number of meals served to the number of servings of milk purchased.	
Totals		0	(servings per gallon) 21	0

Total Breakfasts	
Total Lunches	
Total Suppers	
Total meals requiring milk	
Total milk servings purchased	
Was enough milk purchased during the month?	
(Amount purchased must be greater than amount claimed)	