

Michigan Department of Education
Child and Adult Care Food Program

Food Costs

Report the monthly cost of food and meals purchased or used, plus any costs of processing, distributing, transporting, storing or handling food on each claim. Beginning inventory + food purchased – ending inventory = cost of food used.

- Report food costs for meals and snacks claimed. Do not include food costs for unapproved meals and snacks.
- Costs must be supported by receipts/billings. Receipts/billings must show the date, vendor name, each item and its price.
- Summarize food and non-food costs each month on the Summary of Costs form.

Sample Receipts

Thrifty Mart's Mart	
bread	1.39
candy (bag)	3.59
bread	1.39
milk	1.89
milk	1.89
canned corn	15.79
beans	16.79
corn	15.79
plums	23.98
napkins NF	3.49
dish soap NF	4.22
bleach NF	.93
facial tissue	1.69
bathroom tissue	12.00
coffee	7.99
crayons	4.59
eggs	4.62
beans	15.79
corn	16.79
plums	23.98
Total	178.59
Thank you 10/01/20XX	

Corner Shop 10/08/XX		
groc	catsup	2.29
groc	pasta	2.79
groc	sour cream	1.83
groc	sour cream	1.83
groc	corn	2.69
groc	green beans	5.79
groc	pancake mix	4.83
dairy	orange juice	2.79
dairy	cheese	21.79
	plates NF	1.98
	plates NF	1.98
	plates NF	1.98
	plates NF	1.98
	plates NF	1.98
	plates NF	1.98
	plates NF	1.98
groc	bread	2.29
groc	red beans	1.79
groc	jelly	.83
groc	jelly	.83
groc	crackers	2.69
Total		68.92

Delivery Dan's Quality Beef and Poultry 10/15/XX		
Ground Beef	5 @ 1.79	\$8.95
Chicken	7@ 1.99	\$13.93
Stew Beef	5 @ 2.49	\$12.45
Beef roast		\$7.99
Turkey		\$21.96
Meat balls	4 @ 12.39	\$49.56
Frozen fish		\$12.29
Totals		\$127.13

Daisy Dairy 10/30/XX	
<i>October Milk Delivery</i>	
Time 2 Play CCC	
31 Gallons Milk	
@ \$2.39 per gallon	\$74.09

Mr. Kleen October 5, 20XX		
dishwashing soap	NF	\$18.32
kitchen sanitizer	NF	\$32.55
Total		\$50.87

NF = Non-food