

INSTRUCTIONS: PLEASE READ

COVER PAGE:

1. For each food product category listed on this page, please indicate the total dollar amount spent by the institution (or its food service management company) on purchasing product via your company during the requested time period.
2. If other food product categories were purchased that are not listed, use the blanks to add that product category and the total spend.
3. The TOTAL value at the bottom should represent all purchases made by the institution (or its food service management company) for the requested time period.

PRODUCT CATEGORY PAGES:

1. For the tabs PRODUCE, MILK & DAIRY, MEAT & POULTRY, SEAFOOD, & GRAINS, please provide line item records of products purchased that reflect the columns in the tab:
 - Product Type/Description
 - # of Units
 - Volume Per Unit
 - Total Volume
 - Cost Per Unit (to institution)
 - Total Cost (to institution)
 - Origin Detail (Example: farm/shipper, brand name)
 - Production Location
2. You may provide standard velocity reports if they include all of the above listed information, or you may use the attached sheets to ensure that reports include all requested information.

Food Product Category	Total Spend
Produce	\$ -
Milk & Dairy	\$ -
Meat & Poultry	\$ -
Seafood	\$ -
Grains, Legumes & Breads	\$ -
Condiments & Snacks	\$ -
Prepared Meals	\$ -
Beverages (Non-Alcoholic)	\$ -
Other	\$ -
TOTAL	\$ -

