
Subject: Food Ordering & Inventory
Source: Early Head Start Performance Standards 1304.23

Policy

Food orders are completed weekly and food inventories are completed monthly.

Procedure

1. Classroom staff will advise kitchen staff no later than 9:30 each day of any increases/decreases in the number of required meals.
2. A physical inventory will be completed monthly by kitchen staff and documented on the Monthly Food Inventory Form.
3. Completed Monthly Food Inventory Forms will be kept on file at the Early Head Start site.
4. All food order requisitions must be completed at least two weeks in advance by kitchen staff.
5. Requisitions (non-food, etc.) forwarded via email to Administration office to the Accounting Clerk and must be approved by the Executive Director.
6. All receipts for food or non-food purchases will be signed and dated by the receiving person and forwarded to the Administrative Office-Accounting Clerk within the same day.