

Descriptor Term:

EED

**FOOD SERVICE
COLLECTION PROCEDURES**

ISSUE DATE: 3-10-03
Revised Date: 10-20-14
3-13-17

School:

East Central Lower Elementary
East Central Upper Elementary
East Central Middle
East Central High

St. Martin High
St. Martin Middle
St. Martin Upper Elementary
St. Martin North Elementary
St. Martin East Elementary

Vanceleave Lower Elementary
Vanceleave Upper Elementary
Vanceleave Middle
Vanceleave High

Programs Operated: Breakfast and/or Lunch

Board Policies:

Advance sales for breakfast and/or lunch.

No charges by adults. Advance payments will be accepted for full meals only.

Students may purchase extra sale items only after a complete meal has been purchased.

Milk products and water may be purchased by students without purchasing a complete meal.

Adults may purchase a complete meal with tea or milk and dessert included or purchase ala Carte as per Board approved price list.

Checks are accepted for the cost of the meal only and cannot be combined with other school payments.

Approval of Free/Reduced Applications: Applications approved in the Food Service Office.

Advance Sales Mechanism: Verbal Identifier -- Unique Number.

On Line Collection and Count Procedures

Equipment and supplies utilized by cashiers:

Rosters

Locked cash drawer(s)

Locked Bank Bag

Black pen

Price List

Cash Collection Form

Guest Roster Form