

## Child Nutrition Processes

1. Cost menu cycle for students
2. Cost menu cycle for adults
3. Cost al a carte menu/snack bar
4. Monthly purchase order completed for the total orders for the month
  - a. Identify on po the following:
    - i. Program food costs 240-35-6341.00
    - ii. Non-program food costs 240-35-6341.01
    - iii. AlaCarte Food 240-35-6341.02
    - iv. General Supplies 240-35-6399
    - v. Nonfood consumables 240-35-6342
5. Invoices are collected throughout the month and at end of month invoices are broken out according to the purchase order for payment and remaining po is liquidated.
6. Recording of Revenue
  - a. Student sales 240-00-5751
  - b. Ala carte sales 240-00-5752
  - c. Adult sales 240-00-5753
  - d. Payment on account 240-00-2601