CACFP-Related Purchase Tracking

Instructions: Use this form to document all purchases that include CACFP-related food, non-food and administrative expenses. The Total Purchase Amt. should match the grand total on the itemized invoice/receipt. The Food Purchases Amt. is the total cost of all food items purchased. Non-Food Foodservice Related Amt. is the total cost of all non-food items that support foodservice operations, such as paper goods. The CACFP Admin. Amt. is the total cost of all items that **directly** support CACFP administration, such as office supplies. The Non-CACFP Amt. is the total cost of all items purchased that are not directly related to CACFP operations. This form does not replace your itemized receipts. It is still necessary to maintain itemized receipts to support CACFP-related purchases.

Date of Purchase	Vendor/Store	Total Purchase Amt.	Food Purchases Amt.	Non-Food Foodservice Related Amt.	CACFP Admin. Amt.	Non-CACFP Amt.

Page:_____