

Daily Record of Milk Served and Income Received

This form is provided by Child Nutrition and Wellness, Kansas State Department of Education (KSDE). For assistance with completing this form, call 785-296-2276. Use of this form is required unless revisions or alternative forms have been pre-approved by KSDE. Proposed form revisions must be submitted to KSDE annually, preferably with program renewal documents.

Complete this form daily. Give the completed form to the authorized representative for preparation of reports. The data reported in each column is necessary for computing reimbursement.

Column

- aOmit dates milk is not served.
- bEnter total number of ½-pint milk units delivered.
- cEnter number of ½-pint milk units served to students not approved for Free Milk benefits. If students do not pay for milk because other program funds are used, milk served to students not approved for Free Milk is to be recorded as Paid Milk.
- dEnter number of ½-pint milk units served to students who are approved for Free Milk benefits.
- eTotal columns c and d.
- fEnter total number of ½-pint milk units served to adults.
- gEnter the amount of income for milk served to students for each day money is received. There may be as many entries as the maximum number of school days or as few as one per month.
- hEnter the amount of income for milk served to adults for each day money is received. There may be as many entries as the maximum number of school days or as few as one per month.

Milk Inventory: On the last day of the month, the number of milk units carried over to the next month must be counted and recorded. Fill in the blanks and use the formula provided to compute the closing inventory. The computed closing inventory should be equal to the physical inventory of milk units.