

DIETARY ITEM REQUISITION

DATE	
DEPARTMENT	ACCOUNT NUMBER

DATE NEEDED	DATE DELIVERED	NO. OF UNITS	UNIT	DESCRIPTION	PRICE PER ITEM	TOTAL
			BAG	COFFEE, REG 8 OZ. - FILTERS		
			BAG	COFFEE, REG. 1.25 OZ. - FILTERS		
			BAG	DECAF, COFFEE, 1.25 OZ. - FILTERS		
			EA	TEA BAGS		
			EA	TEA BAGS, DECAF.		
			EA	CREAMERS, NON-DAIRY, POWDERED		
			EA	CREAMERS, NON-DAIRY, LIQUID		
			EA	SUGAR		
			BOX	STIRRERS		
			EA	ARTIFICIAL SWEETENER		
			CUPS	8 OZ. STYROFOAM		
			CUPS	12 OZ. STYROFOAM		
			1/2 GAL	MILK		
			8 OZ.	MILK, WHOLE, 2% OR SKIM		
			4 OZ.	MILK, WHOLE, 2% OR SKIM		
			EA	INDIVIDUAL BOX CEREAL		
			QRT	ORANGE JUICE		
			EA	4 OZ. FRUIT JUICE		
			EA	4 OZ. LEMONADE OR PUNCH		
			LOAF	BREAD (W-WH-R)		
			PACKETS	MARGARINE		
			CAN	SOFT DRINKS (REG) 8 OZ.		
			CAN	SOFT DRINKS (DIET) 8 OZ.		
			BOX	VANILLA WAFERS		
			PKG	CRACKERS		
			PKG	GRAHAM CRACKERS		
			PKG	LORNA DOONE COOKIES		

REQUESTED BY	RECEIVED BY
APPROVED BY	FILLED BY

REQUISITIONS MUST BE SENT TO THE DEPARTMENT OF FOOD AND NUTRITION SERVICES BY 10:00 A.M. ON ASSIGNED DAYS FOR PROCESSING. ORDERS CAN BE PICKED UP BETWEEN 2:30 - 4:00 P.M. IN THE KITCHEN.



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