

## Instructions for A La Carte Lunch Line Form

<b>School Name</b>	Enter School Name
<b>Date</b>	Enter Date that form is used
<b>Food Items</b>	List all items that are being sold in this column
<b>Number Prepared</b>	List amount of each item that is prepared or available to be sold as a ready-to-eat a la carte item (i.e. chips, bottled drinks, etc.)
<b>Emp. Initials</b>	Employee preparing line must to initial next to each item
<b>Mgr. Initials</b>	Manager initials after verifying items that have been prepared by the staff
<b>Number Added</b>	Items added after initial count, must be added to this column
<b>Emp. Initials</b>	Employee adding items must initial next to each item that is added
<b>Mgr. Initials</b>	Manager initials after verifying items that have been added
<b>Number Sold</b>	List the amount sold by subtracting the amount left over by the amount prepared and added
<b>Number Left</b>	List amount of each item leftover after the meal period
<b>Selling Price</b>	List the selling price for each item was sold
<b>Potential Receipts</b>	Multiply the amount sold by the selling price
<b>Total Potential Receipts</b>	Add all of the items sold to the potential receipts
<b>Actual Receipts</b>	List total amount of cash money collected
<b>Shortage or Overage</b>	Deduct amount of Potential Receipt from total Potential Receipt and indicate Shortage or Overage
<b>Signatures</b>	Cashier and Manager or Manager Designee must sign on appropriate line as a verification of cash and accuracy