

PINELLAS COUNTY SCHOOLS
FOOD SERVICE
NOTIFICATION OF LOST/DAMAGED FOOD

TODAY'S DATE: _____ SCHOOL/COST CENTER # _____

DEPT.	STOCK #	QUANTITY & UNIT	ITEM NAME	UNIT COST	TOTAL COST

DATE OF LOSS _____ REASON FOR LOSS _____

MANAGER'S SIGNATURE: _____

INSTRUCTIONS

- 1. Record date. Fill in school name and cost center #.
- 2. Indicate stock #, quantity and unit, item name, unit cost, processing fee, if applicable and total cost. Separate commodities, staples, supplies by skipping a line.
- 3. Record date of loss and reason for loss.
- 4. Retain one (1) copy and send original to WPSC Food Service.