



## AGREEMENT TO FURNISH FOOD SERVICE

THIS AGREEMENT is made and entered into by and between (Food Service Vendor) \_\_\_\_\_ and the (Child Care Institution) \_\_\_\_\_.

WHEREAS the Child Care Institution cannot or chooses not to prepare foods for meals served to children, and whereas the facilities of the Food Service Vendor are adequate to serve meals to children in the Child Care Institution, the Food Service Vendor agrees to supply meals (inclusive/exclusive) of milk to the Child Care Institution with and for the rates herein listed:

Breakfasts .....	\$ _____ each	Lunches .....	\$ _____ each
Snacks .....	\$ _____ each	Suppers .....	\$ _____ each

It is further agreed that the Food Service Vendor, pursuant to provisions of the Child and Adult Care Food Program regulations, attached copy of which is part of this agreement, will assure that said meals meet the minimum requirements as to meal pattern and quantities, and will maintain full and accurate records that the institution will need to meet its responsibility including the following:

1. Meals, including daily number of meals delivered, by type.
2. Food Production Records—Food Delivery Receipts, including the amount of food delivered using the attached or similar receipt; and

These records must be reported to the institution upon delivery and summarized promptly at the end of the month. Food Service also agrees to retain records required under the preceding clause for a period of three federal fiscal year, after the end of the fiscal year to which they pertain (or longer, if an audit is in progress); and upon request, to make all accounts and records pertaining to the program available to representatives of the administering agency and the General Accounting Office for audit or administrative review at a reasonable time and place.

This agreement shall be effective as of \_\_\_\_\_ through \_\_\_\_\_.  
(date) (date)

It may be terminated by notice in writing given by any party hereto to the other parties at least 30 days prior to the date of termination.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates indicated below:

\_\_\_\_\_  
Food Service Vendor Representative

\_\_\_\_\_  
Child Care Institution Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_

\_\_\_\_\_  
Date