

MEAL REIMBURSEMENT REPORT PROCEDURE

1. Use the meal reimbursement form each time a purchase is made.
2. Using the completed the Shopping Lists with attached cash register receipts, complete the meal reimbursement form as follows:
 - A. Fill in the name of the person responsible for meal monies in Meal Monies Custodian.
 - B. Fill in the date.
 - C. Fill in the center name in Location.
 - D. List each purchase separately under Summary of Expenditures by :
 1. Shopping List Number (number your receipts in order by date)
 2. Place of Purchase (Payee)
 3. Date of Purchase
 4. Amount of Purchase
 - E. Total all expenditures
 - F. Complete Reconciliation:
 1. Fill in amount of meal monies received for that month only in Total Amount of Fund.
 2. Fill in amount of meal monies spent in Expenditures Above.
 3. Fill in amount of meal monies not spent in Cash On Hand.
 4. Total Amount of Fund minus Expenditures Above should equal Cash On Hand.
3. Meal Reimbursement Report is to be signed and dated by Meal Monies Custodian and sent to the Fiscal Director by the due date she has assigned for each month.