

THIS AGREEMENT is made and entered into by and between the _____, and the _____,
Name of School/Vendor
 _____,
Name of Sponsoring Organization

WHEREAS the facilities of the _____ are not adequate for preparing meals to serve children
Name of Sponsoring Organization
 participating in the Summer Food Service Program (SFSP), while the facilities of the _____,
Name of School/Vendor
 are adequate to prepare and deliver meals for sites sponsored by _____; the
Name of Sponsoring Organization
 _____ agrees to supply unitized meals to the attached schedule of sites (Attachment A) and
Name of School/Vendor
 according to SFSP menu specifications for the estimated quantities listed below and at the rates herein listed:*

	MEAL TYPE	ESTIMATED SERVINGS PER DAY	ESTIMATED NUMBER OF SERVING DAYS	UNIT PRICE
	Breakfast			
	Supplement			
	Lunch			
	Supper			

It is further agreed that the _____, pursuant to the provisions of SFSP regulations, will assure
Name of School/Vendor
 that said meals meet the minimum requirements as to nutritive value and content, and will maintain full and accurate records that the Sponsor will need to meet Program requirements including the following:

- Meal records supported by delivery tickets, purchase orders, production records for this agreement, or other evidence for inspection and reference to support payments and claims.
- Delivery tickets prepared in four (4) copies: two for the school/vendor, one for the site, and one for the Sponsor. Delivery tickets must be itemized to show the number of meals of each type delivered to each site.
- The school/vendor must submit all costs incurred pertaining to the sponsor's food service operation within 30 days of the last day of each month or the final day of the program.
- School food authorities participating in the National School Lunch Program (NSLP) must indicate the menu planning approach that is followed for NSLP.
 Traditional NuMenus Assisted NuMenus Enhanced Is this option being followed for SFSP? Yes No

_____ agrees also to retain all records required under the preceding clause for a period of three
Name of School/Vendor
 years after the end of the fiscal year to which they pertain; and upon request, to make all accounts and records pertaining to the Program available to representatives of the U.S. Department of Agriculture and the General Accounting Office for audit or administrative review at a reasonable time and place.

The effective dates of this agreement are _____ through _____. It may be terminated by notice in writing given by any party hereto to the other parties at least thirty (30) days prior to the date of termination.

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

Signature of School/Vendor Official

Title

Date

Signature and Title of Sponsor Official

Title

Date

*Quotation should be based on costs less the value of government donated commodities provided by the Sponsoring Organization. This adjustment may be reflected in the unit price or in an adjustment on the final billing.