

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: EFI

FOOD SERVICE RECORDS AND REPORTS

The meal program coordinator/business manager shall be responsible for all money collected from the meal program. He/she shall establish a special account to be known as the school cafeteria account and from it shall pay all operating costs of the program. The meal program coordinator or business manager shall also make such reports to the Health and Safety Unit of the Wyoming Department of Education as are required of him/her. Information for these reports shall be collated from computer generated daily meal participation reports.

Adopted: 1/20/98
Revised: 2/20/07
Revised: 5/15/12