

OMB CONTROL NO: 0584-XXXX
EXPIRATION DATE: XX/XX/XXXX

**FRESH FRUIT AND VEGETABLE
PROGRAM (FFVP)
Monthly Reimbursement Form
Prototype**

Name of School: _____

Address: _____

Name of District: _____

Agreement Number _____

SCHOOL YEAR: _____

SPECIFY FISCAL YEAR FUNDS: _____

CLAIM INFORMATION:

Month/Year _____

Number of Days of Operation in Report Month: _____

OPERATING COSTS

Please itemize expenses for operating costs

-- Fruits/Vegetables \$ _____

-- Labor (ONLY for preparation and service of Fruits & Vegetables) \$ _____

-- Small supplies/other \$ _____

TOTAL OPERATING COSTS \$ _____

ADMINISTRATIVE COSTS \$ _____

Please itemize expenses for operating costs

Equipment, leasing, labor such as; planning, ordering, reporting, tracking, inventory, etc. total limited to 10% of grant**

SIGNATURE

Food Service Director _____ Date _____

(Please print name) _____ Phone# _____

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Evaluation of the Canned, Frozen, or Dried Fruits and Vegetables Pilot Project in the FFVP
 Appendix D3 PROTOTYPE FOR FFVP MONTHLY REIMBURSEMENT FORM

OPERATING COSTS: Product Description	Total Cost
--SMALL SUPPLIES/OTHER: Please itemize (Small supplies -- e.g. napkins, paper plates, utensils, bowls, pans, other items such as low-fat dips)	
ADMINISTRATIVE COSTS: please itemize (costs such as equipment purchases, leasing and labor cost not related to the <u>preparation</u> and <u>servicing</u> of fruits and vegetables; labor includes but is not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc. Total administrative costs are limited to 10% of the grant.	Total Costs
Sub-total Administrative Costs	