

FOOD AND SUPPLIES ORDER

Date: _____

Prepared By: _____

Facility Name: (Check One)

<input type="checkbox"/> Arbor Vista	<input type="checkbox"/> Bancroft House	<input type="checkbox"/> Beth House	<input type="checkbox"/> Glen Meadows Annex
<input type="checkbox"/> Harriet House	<input type="checkbox"/> Harriet House Annex	<input type="checkbox"/> Mentone House	<input type="checkbox"/> Newport House
<input type="checkbox"/> Raymond House	<input type="checkbox"/> Raymond House Annex	<input type="checkbox"/> Evergreen House	<input type="checkbox"/> Maple House
<input type="checkbox"/> Wyoming House	<input type="checkbox"/> Tailor House	<input type="checkbox"/> Zook House	

Order enough supplies for "One (1) Week" include Saturday and Sunday. List must be completed each Sunday night, for pick-up on Monday AM (morning). Orders will be delivered on Tuesday PM (afternoon) to Thursday PM (afternoon). All late orders will be filled upon availability and tracked. When ordering supplies, write number # or quantity in the appropriate sections.
(Example – Gloves #1 box gloves or apples #6)

FOOD	#	Quantity	Supplies	#	Quantity
Fresh Fruit			Deodorant		
Lettuce			Toothpaste		
Tomatoes			Shampoo		
Bread			Hand & Body Soap/Ivory		
Milk			Hair Gel		
Fruit Punch			Shaving Cream		
Lunch Meat			Skin Cream/Lotion		
Cheese			Diapers/Pampers		SMALL MED LARGE
Eggs			Kotex		
Sausage			Razor/Shaver		
Bacon			Razor Blades		
Margarine/Butter			Paper Towels		Rolls / Singles
Prunes			Toilet Paper		
Tuna			Napkins		
Can Fruit			Plastic Trash Bags		SMALL MED / LARGE
Can Vegetables			Paper Bags		
Can Juices			Gloves		Singles /Box
Hot Cereal					
Cold Cereal			Dish Soap		
Cookies			Window Cleaner		
Chips			Furniture Polish		
Peanut Butter			Cleanser/Ajax		
Salt			Pine Sol		
Sugar			Odor Disinfectant		
Soup			Glass Cleaner		
Jelly			Laundry Detergent		
Syrup			Mop		
Pancake Mix			Mop Head		
Mayonnaise			Broom		
OTHER:			Baking Soda		
Masking Tape (To Mark Food)			Toilet Brush		
Black Marker (To mark Food)			Vacuum Cleaner Bag		
			OTHER:		

Date Received: _____ Order Filled/Delivered By: _____ Date: _____