

THIS AGREEMENT is made and entered into by and between the \_\_\_\_\_,   
*Name of School/Vendor*

and the \_\_\_\_\_;   
*Name of Sponsoring Organization*

WHEREAS the facilities of the \_\_\_\_\_ are not adequate for preparing meals to serve children   
*Sponsoring Organization* participating in the Summer Food Service Program (SFSP), while the facilities of the \_\_\_\_\_   
*School/Vendor*

are adequate to prepare and deliver meals for sites sponsored by \_\_\_\_\_;   
*Sponsoring Organization*

the \_\_\_\_\_ agrees to supply unitized meals to the attached schedule of   
*School/Vendor*

sites (Attachment A) and 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   
*School/Vendor*

assure 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   
*School/Vendor*

clause for a period of three 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 and Title of School/Vendor Official*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature and Title of Sponsor Official*

\_\_\_\_\_  
*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.