**Minimum Requirements for Daily Production Record**

1. School Name
2. Date meal is served
3. Indication of meal served (breakfast or lunch)
4. Actual number of reimbursable meals (by grade levels) and adult meals obtained from the point-of-sale (POS) record or attach electronic POS report
5. List of all menu items (including condiments) that contribute to the reimbursable meal
6. Recipe number or brand name and code number of processed food.
7. Portion sizes and planned number of servings of each menu item by grade levels (i.e., K-5, K-8, 6-8, 9-12)
8. Number of servings planned of each menu item for adults (program and non-program) and a la carte
9. Total amount prepared of each menu item by pound, quantity, or number of servings
10. Total amount of leftovers for each menu item by pound, quantity, or number of servings

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