SAMPLE MENU PRICING

INSTRUCTIONS FOR COMPLETION:

VENDOR NAME | **INVOICE #** | **INVOICE DATE** (spread throughout audit period) | **UNIT - EXACTLY AS IT APPEARS BELOW** | **UNIT PRICE DIVIDED BY # OF UNITS** | if unit column is by lbs / oz - use lb / oz if unit column is by pc use # of pcs | **UNIT PRICE X PORTION**

Name of Menu Item: Taco

Vendor/Supplier	Invoice Number	Invoice Date	Item Ingredient	Unit	Unit Price	Portion	Cost per Portion
Joe's Food Service	4422573	4/12/2006	taco shell	1 pkg = 12 pcs = 2.69	0.22	1 pc.	0.22
Joe's Food Service	3573245	2/21/2007	ground beef	1 lb = 16 oz = 2.14	0.13	2 oz	0.26
Tommy's Produce	48213	5/1/2006	lettuce	1 hd = 24 oz = 1.19	0.05	1 oz	0.05
Smith's Market	receipt	12/1/2006	cheese	5 lbs = 80 oz = 10.99	0.14	1 oz	0.14
Joe's Food Service	1735421	11/4/2006	sour cream	1 pkg = 16 oz = 1.79	0.11	1 oz	0.11
SUBTOTAL > > >