DAILY REQUISITION SHEET

Current Day:	**Menu Cycle Week:**	**Current Date**:

Stock Number (1)	**Food/Supply Items** (2)	**Unit Of Issue** (3)	**AMOUNT**			**Unit Price** (7)	**Total** (8)
			DRAWN (4)	**RETURN** (5)	**USED** (6)		

I certify I have received the items listed in Column 2 in the amount of Column 4, used the amount in Column 6, and returned the amount listed in Column 5.

_____ _____

Signature **Signature**

Retention Schedule: Upon completion, this form shall be maintained in Food Service for one (1) year in an active file and five (5) years in an inactive file, then destroyed.