

**FOOD FORMS**  
(Revised 1996)

7533

**FOOD SERVICE REQUEST**  
(see exhibit)  
(Revised 1996)

7533.1

This form is used when ordering food services on an emergency incident. This form may be used for FDUs, MKUs, contract catering services or prepared meals. It is the initial request for food services outlining the number of anticipated meals, support information and contains a check list for the Food Unit leader.

**WHEN REQUIRED**  
(Revised 1996)

7533.1.1

This form should be used immediately upon the decision to set up an incident base.

**REPORT RESPONSIBILITY**  
(Revised 1996)

7533.1.2

The individual making the request for food services is responsible for completing this form.

**HOW TO COMPLETE FORM**  
(Revised 1996)

7533.1.3

Date	Current date.
-	-
Incident number	Assigned number given by the Emergency Command Center.
-	-
Request	Assigned number given by the Emergency Command Center or the ordering manager/ordering point.
-	-
Number of meals	This portion is information that must be given to the FDU, MKU, contract catering service for meal planning purposes. This number is based on the number of personnel that are expected to be assigned to the incident.
-	-
-	-
-	-
-	-

Location	This is the incident base location and the name of the individual to report to upon arrival.
-	-
-	-
Support to food	This information, if possible, is needed by the food unit services
-	-
-	-
Estimate of duration/total need	Estimate this time as closely as possible.
-	-
Further information	This should include the name of a person who is not necessarily at the incident base but who can be of help if FDU, MKU, contract catering service needs information prior to telephone service being in place at the incident base (unit service center or region business services office).
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See Food Service Request ([see exhibit](#))

**DAILY MEAL ORDER/INVOICE - CONTRACT CATERING SERVICES 7533.2**

([see exhibit](#))  
(Revised 1996)

This form is used to substantiate a contractor's invoice. This is a single copy 8-1/2" x 11" document that records the daily activity of the contract catering service by the Food Unit leader. This document, along with the contractor's invoice, provides the information necessary to complete the pay documents in the Finance Section, Procurement Unit. It will also give a daily meal count and provide information on charges to the contractor for fuel and maintenance.

**WHEN REQUIRED 7533.2.1**

(Revised 1996)

Use of this form is required whenever a contract catering service is utilized.

**REPORT RESPONSIBILITY 7533.2.2**

(Revised 1996)

The Food Unit leader, or his/her designee, is required to complete this form on a daily basis.

**HOW TO COMPLETE FORM 7533.2.3**

(Revised 1996)

Invoice date -	Date of the invoice from the contractor. -
Invoice number -	Contractor's invoice number. -
Incident name -	Self-explanatory. -
Incident number -	The number assigned by the responsible Emergency Command Center. -
Request number -	The number assigned to the contractor when contacted by the responsible Emergency Command Center. -
Unit /region/agency -	The unit, forest, etc. and agency responsible for payment of the contract catering service. -
Contractor's name -	Enter the full name of the contractor, mailing address, city, address, state and zip code where payment is to be mailed. -
Meal information -	All of the information requested on the form is self-explanatory. -
Signature -	Be sure that the state representative section and the contractor's representative section contain both a legibly printed name and a signature. -
Accounting data -	The agency billing code and CALSTARS coding go into this section. See Accounting Procedures Handbook.

**CONTRACT CATERING SERVICES EVALUATION**

**7533.3**

(Revised 1996)

This form is used to evaluate the performance of the contract catering services. By using this method, we can document whether or not a contractor is providing acceptable food and services.

This will also provide a tool for the Food Unit leader to evaluate day-to-day operations and make adjustments in problem areas with the contractor. This form is to be signed by both the Food Unit leader and the contractor's representative.

(see exhibit)

**WHEN REQUIRED/RESPONSIBILITY**

**7533.3.1**

(Revised 1996)

This form is required whenever a contract catering service is used. It may also be used to evaluate other forms of providing food services such as FDUs, MKUs and prepared meals. The form is to be completed on a daily basis by the Food Unit leader reviewed with the contractor's representative and signed by both the Food Unit leader and the contractor's representative. At the time a contract catering service is released the daily evaluations are to be summarized on a form marked "final." This "final" evaluation will also be reviewed with the contractor's representative and signed before leaving the incident. The completed daily evaluations and the final evaluation are to be given to the Logistics chief on the incident who will then forward a copy of the "final" evaluation to the appropriate region office, "Attention Section Chiefs of Operations and Management Services."

**INCIDENT FOOD INVENTORY CHECK LIST**

**7533.4**

(see exhibit)

(Revised 1996)

This CDF form is used in connection with retrograde, when inventorying food at the close of an incident base or camp. This form is used to determine where and how much of the perishable food is to be distributed to fire stations, camps, etc.

**WHEN REQUIRED/RESPONSIBILITY**

**7533.4.1**

(Revised 1996)

This form is required at the close of an incident after the last meal has been served. The form is completed by the Retrograde Team. At the direction and verification of the region Business Services Officer (BSO), the Food Unit leader may also complete this form.

**HOW TO COMPLETE THE FORM**

**7533.4.2**

(Revised 1996)

Date	Current date.
-	-
Incident name and number	Self explanatory.
-	-

Location	Enter the name of the incident base.
-	-
Ordered/Inventoried	The name of the individual doing the inventory.
-	-
Retrograde Team	The names of personnel assigned to the Retrograde Team.
-	-

The remaining columns are self-explanatory. This form may become part of the permanent retrograde records.

**FOOD UNIT SUMMARY SHEET/DAILY MEAL COST FOOD, LABOR AND MISCELLANEOUS COST WORK SHEETS** **7533.5**

(Revised 1996)

These CDF forms have been provided to assist the Food Unit personnel in determining the daily meal cost at an emergency incident. These forms can be used when using Food Dispenser Units or Mobile Kitchen Units. The process uses three work sheets and the summary sheet to capture food, labor and miscellaneous costs and the actual cost per meal served.

The Finance Section will frequently request meal cost information when calculating total daily incident costs. The incident commander and Logistics chief will also have an interest in the daily meal cost.

**WHEN REQUIRED** **7533.5.1**

(Revised 1996)

These forms are not required, but are provided to assist the Food Unit personnel in capturing all costs associated with the calculation of the daily meal cost. The work sheets are to be used on a daily basis.

**REPORT RESPONSIBILITY** **7533.5.2**

(Revised 1996)

Food Unit personnel, who are responsible for the calculation of the daily meal costs, have report responsibility.

**HOW TO COMPLETE WORK SHEETS** **7533.5.3**

(Revised 1996)

The Food Work Sheet (work sheet #1) ([see exhibit](#)) is a columnar listing of all food items used for each day's meals and the costs of those items. The calculations are self-explanatory and the totals are carried forward to the Summary Sheet.

The Labor Work Sheet (work sheet #2) ([see exhibit](#)) is a listing of all labor charges associated with the preparation of each day's meals. The calculations are self-explanatory and the totals are carried forward to the Summary Sheet.

The Miscellaneous Work Sheet (work sheet #3) ([see exhibit](#)) is a listing of all other charges associated with the preparation of each day's meals. The calculations are handled in the same manner as the other work sheets and the totals are carried forward to the Summary Sheet.

The Summary Sheet ([see exhibit](#)) is the final page and contains the totals from the other three (3) work sheets. The calculations are explained on the summary sheet and will yield the average daily cost of the meals served. A copy of this summary sheet should be given to the Cost Unit leader at the end of each day or at a time agreed to by the Food Unit and Cost Unit leaders.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)