Sample Farm Receipt

CACFP facilities can purchase local food from a variety of vendors, including farms, farmers markets, CSA (Community Supported Agriculture), and food hubs. Local grocery stores and other food suppliers may also sell locally grown foods.

Retain receipts, invoices, etc. to document all local food purchases that will be used for CACFP meals and snacks and claimed for reimburesement. **Receipts of puchase, including those that are handwritten, must include: (1) name of the vendor or farmer, (2) date of purchase, (3) amount, (4) item cost, and (5) total cost.** These requirements are highlighted in the sample farm receipt below:

C & C Farms

(1) Name of Vendor/Farmer

SALES RECEIPT

C & C Farms
123 ABC Road
Farmsville, NC 12345
123-456-0000

(2) Date of Purchase

DATE: Sep 20, 2022
RECEIPT # 2895

SOLD TO:
ABC Day Care Center
123 Main Street
Farmsville, NC 12345

PAYMENT METHOD	CHECK NO.
Cash	

(3) Amount

(4) Item Cost

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
10 pounds	ZUCCHINI	1.50/LB.	$15.00
10 pounds	TOMATOES	1.25/LB.	$12.50
2	Seedless watermelons	5.00	$10.00
10	Large tomato plants	5.00	$50.00
1 package	Heirloom lettuce seeds	3.00	$3.00
		SUBTOTAL	$ 90.50
		SALES TAX	--
		TOTAL	$ 90.50

(5) Total Cost

Thank you for your business!