



Buying local can help meet meal pattern requirements, while also supporting the Colorado economy, providing fresh farm produce, and allowing children to learn more about how their food gets to the table. CACFP funds can be used to purchase local produce and garden supplies as long as receipts are maintained. Institutions must maintain documentation of all locally purchased foods that are used for meals claimed for reimbursement. If a farmer does not provide a receipt, documentation must include the name of the farm, contact information for the farm, and an itemized list of goods and quantities of goods received.

## What should a local food receipt look like?

Local Foods Receipt			
Business Name: _____			
Address: _____			
City: _____ State: _____ Zip Code: _____			
Phone Number: _____ Email: _____			
Date of Purchase (Month/Day/Year)	Item Description	Quantity (oz, lbs, # of gallons, can sizes)	Notes