

FISCAL YEAR 201
LOCAL EDUCATIONAL AGENCY (LEA)/COMMERCIAL VENDOR
ADDENDUM CHECKLIST

Local Educational Agency: _____ Agreement #: _____

Vendor Name: _____

Submit the following documents:

A. ADDENDUM: STATE AGENCY PROTOTYPE (FORM 234) REQUIRED

ONE ORIGINAL LEA/VENDOR ADDENDUM THAT INCLUDES:

- ORIGINAL** signatures for each signing party
- ORIGINAL** dates of execution for each signing party
- Term of contract
- Vended Prices Per Meals/Snack-lunch *and if applicable breakfast, after school snack and at risk dinner*
- All required information (e.g. sections indicating "LEA Must Check" and including blanks for LEA to fill in)

B. INDEX RATE/COMMERCIAL VENDED MEAL COST WORKSHEET (FORM 232)

COMPLETED Index Rate/Commercial Vended Meal Cost Worksheet

- Available in SNEARS/RESOURCES/VENDED MEALS

C. BOARD MINUTES – (Required for Public and Charter LEAs)

Certified Board Minutes – A true copy of dated official board minutes renewing the commercial vended meal contract must include:

- Per meal lunch price and *if applicable breakfast, after school snack and at risk dinner* per meal price **exactly** as stated in the addendum.
- CERTIFYING** statement
- ORIGINAL** signature of board secretary

Submitted by: _____ Date: _____

Phone: (_____) _____ E mail: _____