

AGENCY \_\_\_\_\_

SITE LOCATION \_\_\_\_\_

MENU SUBSTITUTION LOG

DATE	MENU ITEM	SUBSTITUTION	Pre-Approved check	REASON FOR THE SUBSTITUTION	Un-Approved check	ACTION TAKEN

Give “Substitution Guidelines for Meal Providers” to your caterer and attach the list to your menu substitution log. As long as the caterer follows the list, the substitution will fall in the pre-approved category. However, it must be listed on the log and you must either write “yes” or put a check mark in the “pre-approved column”. Note that the reason for the substitution must be given. All substitutions must have prior approval. If an unapproved substitution is received, check the unapproved column and state the action taken or attach documentation pertaining to it.

Signature of the employee approving the substitution(s): \_\_\_\_\_

**\*Note: All substitutions must be listed on the log.**