



PACKING SLIP

Order Date: _____

Order By: _____

Address: _____

Instructor(s) Name(s): _____

_____ aa _____

_____ aa _____

Training Date(s): _____

Training Location Name: _____

Training Location Address: _____

Time: _____

Point of Contact Name and Phone Number:

_____ aaaaaaaaaaaaaaaaaaaaaaa _____

Website: Public Private Inhouse

PACKING SLIP/PRODUCT ORDER

⇒ Verify # of books in shipment. Responsibility for book #'s, payment and/or return transfer of books is yours.

Product Description

ServSafe Essential Current Edition
 WY Food Safety Fundamentals – 2016
 WY Retail Food Service HACCP
 Step by Step HACCP for Small, Non-meat Processors
 Egg Grading

Order Amt.

Product Description

ServSafe Spanish Starters
 ServSafe Answer Sheets
 ServSafe Chinese
 HACCP for Meat Processors
 Food Safety Preventative Controls Alliance (FSPCA)

Order Amt.

Promo Items

Order Amt.

Pencils
 Folders
 Microsticky Books
 Handwashing Stickers
 Magnets
 Refrigerator Thermometer
 DVD

After completed return to:

Wyoming Food Safety Coalition
 Attn: Sandra Villegas
 2901 E 10th St Cheyenne, WY 82001
 307-630-3538
 wfscsduran@yahoo.com

**Minimum of 5
 Participants for
 ServSafe Courses**



ACCOUNTING WORKSHEET

Please completely fill out the highlighted areas according to your class training.

Total # of Participates for Year End Reporting

Roster Attached? Yes *This is require to be attached to form*

Returned/Transferred Books;

Product Description	Quantity	Transferred or Returned to Whom & Date

Training Fees:

	#Participants	Fee	Total
ServSafe Full Session	@	\$120.00	
Proctor Fee	@	\$40.00	
ServSafe have Current Book	@	\$60.00	
ServSafe Answer Sheet	@	\$40.00	
WY Food Safety Fundamentals – 2016	@	\$30.00	
WY Retail and Food Service HACCP	@	\$30.00	
Step by Step HACCP for Small, Non-meat Processors	@	\$60.00	
HACCP for Meat Processors	@	\$75.00	
Food Safety Preventative Controls Alliance (FSPCA)	@	\$150.00	
Egg Grading	@	\$50.00	

Total Training Fees:

Training Expenses

Return Original Itemized Receipts

- Refreshments (*SS \$6.00/Person per course, WFSF \$2.00/Person*)
- Money Orders/Mailings/Copy Charges (*Max \$25.00*)
- Other Charges

Notes/Explanation	Expense Amount

Total Training Expenses

Check Amount:	
Cash Amount:	
Other Amount:	
<u>Total Amount Remitted:</u>	

Remittance

Wyoming Food Safety Coalition
 Attn: Sara Pino
 2219 Carey Ave
 Cheyenne, WY 82001
 307-777-7211
 wfscspino@gmail.com

**Make Checks Payable to:
 Wyoming Food Safety Coalition or
 WFSC**

**DO NOT SEND
 CASH Send Money
 Order**

List of Checks Sent

Amounts

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List of Outstanding Payments

Amounts

Date payment should be expected

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Accounting Purposes Only:

Total Deposit: _____

Date of Deposit: _____

Total Deposit: _____

Date of Deposit: _____

Total Deposit: _____

Date of Deposit: _____