



SUPPLY ORDER FORM



Center Name: _____

An order form must be submitted to receive supplies.

Instructions for Ordering Supplies:

- Please place your request in advance to ensure you have enough supplies to serve participants.
- Mark the items you need in the “Select” column with an X or ✓.
- Return this form with your meal ticket. *(must send a copy of this request to your Nutrition Coordinator)*
- The quantity of each item sent will be listed by TRIO in the “Sent” column.
- TRIO will provide a two-week supply based on your average meal counts.

(If a full two-week supply cannot be sent, the remaining balance will be delivered separately or included with your next order).

You are only required to keep a **1-week supply of items** on hand as back-up.

Select	Item	TRIO Sent
	Foam Lunch Tray	
	Utensil Kit (include Homebound)	
	Foam Cups (8oz)	
	Coffee Packs	
	Tea Bags	
	Tea Concentrate	
	Sugar Pack	
	Sweet & Low	
	Creamer	
	Stirrers	
	Lemon Juice Pk	

Select	Item	TRIO Sent
	Oliver Tray	
	Oliver Film SM	
	Oliver Film LG (MOW sites)	
	Squat Cup (8oz)	
	Lid Squat Cup (8oz)	
	Squat Cup(6oz)	
	Lid Squat Cup (6oz)	
	Wax Bags	
	To Go Bags	

Select	Item	TRIO Sent
	Gloves SM	
	Gloves MD	
	Gloves LG	
	Gloves XL	
	Hair Nets	
	Aprons	
	Test Strips	

Date Ordered _____

Center Manager _____

Date Received _____

Received By _____

Trio Kitchen

Date Filled _____

Filled By _____

Date Delivered _____

Driver _____