

Monday	Tuesday	Wednesday	Thursday	Friday
3 Create/Edit/Save & Complete Dairy Order for: Thursday ☐ Physical Inventory October 31, 2025 ☐ Due by Monday October 3, 2025	4 Create/Edit/Save & Complete Dairy Order for: Friday ☐	5 Meal Planning (Edison Site only) November 24 -26* Open Site only ☐ December 1-5* ☐ *This will create M/F or G/SS for Nov.24-28this must be moved to previous vendor delivery for week of Nov. 17-21 by today Create/Edit/Save & Complete Order - ☐ M/F ☐ G/SS ☐ CK ☐ Goldstar ☐ Chemical November 17-21 Create/Edit/Save & Complete Dairy Order for: Next Monday ☐	6 AFSS Review Weekly Audit November 17-21 Print Production Worksheet for following week: November 10-14 Create/Edit/Save & Complete Dairy Order for: No Action	7 Central Office Approve/Sent Order M/F, G/SS, CK, Goldstar and Chemical November 17-21 Create/Edit/Save & Complete Dairy Order for: Next Wednesday ☐
10 Print and Review Sent Receiving Tickets the week of: November 17-21 ☐ Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM Create/Edit/Save & Complete Dairy Order for: Thursday ☐ Friday ☐	11 Holiday	12 Meal Planning (Edison Site only) December 8-12 December 15-19 Create/Edit/Save & Complete Order - ☐ M/F ☐ G/SS ☐ CK ☐ Goldstar ☐ Chemical November 24-28* CK/Goldstar only November 24-28 M/F or G/SS should have been moved to week of Nov. 17-21 by Nov.5 December 1-5 Create/Edit/Save & Complete Dairy Order for: Next Monday ☐	13 AFSS Review Weekly Audit November 24-28 CK/Goldstar only December 1-5 Print Production Worksheet for following week: November 17-21 Create/Edit/Save & Complete Dairy Order for: Next Tuesday ☐	14 Central Office Approve/Sent Order M/F, G/SS, CK, Goldstar and Chemical November 24-28* CK/Goldstar only December 1-5 Create/Edit/Save & Complete Dairy Order for: Next Wednesday ☐
17 Print and Review Sent Receiving Tickets the week of: November 24-28 CK/Goldstar only ☐ December 1-5 ☐ Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM. NNC Adjustments 12:00 PM Create/Edit/Save & Complete Dairy Order for: Thursday ☐	18 Create/Edit/Save & Complete Dairy Order for: Friday ☐	19 Meal Planning (Edison Site only) December 22-26* Open Site only ☐ December 29 - January 2* Open Site only☐ January 5-9* Open Site only ☐ *Rememberthis will create a M/F or G/SS for Dec 22-Jan 9 Winter Recess this Order must be moved to week of Dec. 15-19 Create/Edit/Save & Complete Order - ☐ M/F ☐ G/SS ☐ CK ☐ Goldstar ☐ Chemical December 8-12 Create/Edit/Save & Complete Dairy Order for: Open Site only November 24 ☐ 25 ☐ 26 ☐	20 AFSS Review Weekly Audit December 8-12 Print Production Worksheet for following week: November 24-26 Open site only December 1-5 Create/Edit/Save & Complete Dairy Order for: December 1 ☐ 2 ☐ 3 ☐	21 Central Office Approve/Sent Order M/F, G/SS, CK, Goldstar and Chemical December 8-12 Create/Edit/Save & Complete Dairy Order for: No Action
24 Unassigned	25 Unassigned	26 Unassigned	27 Holiday	28 Holiday