

August 2025 Onesource Ordering Calendar				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 No Action
4	5	6 <u>Edit/Save Dairy Order for: :</u> Next Monday by 1:00pm (Open Site only)	7 Create/Print Production Worksheet for following week: August 11-15 <u>Edit/Save Dairy Order for: :</u> Next Tuesday by 1:00pm (Open Site Only)	8 <u>Edit/Save Dairy Order for: :</u> Next Wednesday by 1:00pm (Open Site Only)
11 <u>Edit/Save Dairy Order for: :</u> Thursday (First Day of Instruction)	12 <u>Edit/Save Dairy Order for: :</u> Friday	13 Pupil Free Day <u>EZ Steps Menu Plan Quantities (ALL Sites)</u> September 8-12* *Remember this will create shopping list for M/F 9/1 Holiday this shopping list must be moved to week of August 25-28 by Wednesday August 13 (do not move G/SS 9/1) <u>Edit/Save Shopping list -</u> M/F, G/SS, CK, Goldstar and Chemical August 25-29* *Remember any M/F August 29 Holiday should have been moved to previous vendor delivery date for week of August 22-28 per May 20 th Calendar. <u>Edit/Save Dairy Order for: :</u> Next Monday	14 First Day of Instruction AFSS Review August 25-29 <u>Create/Print Production Worksheet for following week:</u> August 18-22 <u>Edit/Save Dairy Order for: :</u> Next Tuesday	15 <u>Central Office Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</u> August 25-29* *August 29 Goldstar only <u>Edit/Save Dairy Order for: :</u> Next Wednesday
18 Print and Review Receiving Tickets the week of: August 25-29 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Edit/Save Dairy Order for: :</u> Thursday	19 <u>Edit/Save Dairy Order for: :</u> Friday	20 <u>EZ Steps Menu Plan Quantities (ALL Sites)</u> Sept. 15-19 and Sept.22-26* *Remember this will create shopping list for M/F or G/SS Sept. 23 Unassigned this shopping list must be moved to week of Sept. 15-19 <u>Edit/Save Shopping list -</u> M/F, G/SS, CK, Goldstar and Chemical September 1-5* *Remember any M/F deliveries Sept. 1 Holiday should have been moved to last vendor delivery date August 25-28 by Sept. 13 <u>Edit/Save Dairy Order for: :</u> Next Monday	21 AFSS Review September 1-5 <u>Create/Print Production Worksheet for following week:</u> August 25-28 <u>Edit/Save Dairy Order for: :</u> Next Tuesday	22 <u>Central Office Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</u> September 1-5* *September 1 Goldstar only <u>Edit/Save Dairy Order for: :</u> Next Wednesday
25 Print and Review Receiving Tickets the week of: September 1-5 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Edit/Save Shopping list -</u> M/F, G/SS, CK, Goldstar and Chemical September 8-12 <u>Edit/Save Dairy Order for: :</u> Thursday	26 <u>AFSS Review</u> September 8-12 <u>Edit/Save Dairy Order for: :</u> Next Tuesday	27 <u>Central Office Consolidation for Shopping list M/F, G/SS, CK, Goldstar and Chemical</u> September 8-12 <u>Edit/Save Dairy Order for: :</u> Next Wednesday	28 Print and Review Receiving Tickets the week of: September 8-12 Any adjustment for receiving tickets for ALL Vendors must be emailed to Vendors by 3:00PM . NNC Adjustments 12:00 PM <u>Create/Print Production Worksheet for following week:</u> September 2-5 <u>Physical Inventory August 28, 2025</u> Due by 9/2/25 <u>Edit/Save Dairy Order for: :</u> Next Thursday	29 Holiday Admission Day