

# **ILYM SITE LOG**

## **Food Service During Site Preparation**

Meals need to be provided for the people doing Site Preparation. These meals are at least from Monday lunch through Wednesday lunch. In recent years, Site Prep has started on the weekend prior to Annual Sessions. The Site Prep coordinator needs to coordinate with the person providing food during site prep as to what days Site Prep will be and which meals will need to be provided.

Foodstuffs and other items required for food service are purchased separately from other supplies and from food for Annual Sessions. ILYM will reimburse the cost of these items. Funds may be advanced for this purpose by contacting the ILYM Treasurer. In either case, save all receipts. Be sure to use the Illinois Department of Revenue Identification number, E9944-4704-01, when making purchases. This allows you to not pay sales tax on items purchased and is proof to the supplier of our Tax Exempt status. Ask the Administrative Coordinator for a copy of the most recent tax exempt letter.