



To: Sam Metott
From: Sharon Painter
Date: April 10, 2024
Re: Cheney Brothers PO increases

I would like to request an increase to the Cheney Brothers food PO. Cheney is our main supplier for food products due to flexibility and availability of items. With the cost of food goods continuing to rise coupled with business growth, this increase is required.

Please increase the food (445-75-152-575-5247) portion of the PO by \$40,000. for a total of \$85,000.

In 2023 our total food spend for Cheney Brothers was \$63,076. In 2022 our total food spend was \$62,706.

Annual food sales in 2023 were \$451,581 and in 2022 the annual sales were \$394,528. Through March 2024 our current food sales are \$163,766.

We have over \$40,500. unencumbered in the food line item.

Time is of the essence in order to fulfill upcoming business needs.

Approved: Sharon Painter, Sharon Painter

Approved: _____, Sam Metott