

# CORNELL DINING NEW RECIPE REQUEST FORM for FSS

*This form is available on BOX: <https://cornell.box.com/v/FSSRecipeForm> DOWNLOAD pdf & SAVE a copy to your computer/drive. BEFORE SUBMITTING PLEASE REVIEW [FSS Recipe Procedures](#) for appropriate operations, COMPLETE the recipe request form & SUBMIT a separate form for each recipe. EMAIL completed request forms for review to [reciperequest@cornell.edu](mailto:reciperequest@cornell.edu). If single recipe use the submit form button. NOTE: Chefs must have tested recipes for accuracy prior to submitting request form.*

**Recipe Name:**



*What is the formal name that will appear on online menus? (limit 40 characters)*

**Yield:**

**Portion:**

*What does total recipe weigh/yield? U of M*

*What is the weight of portion/serving? U of M*

**Submitted & Tested by:**

**Date Submitted:**

**Operations:**  Board  Retail  Catering  Kosher  Internal Commissary  External Commissary  Bakery  
 Concessions  Restaurant  Hot Truck  other

**Food Preferences:**  Vegan  Vegetarian  Kosher  Gluten Free  Local  Organic   
 Halal  Menus of Change

**What Unit(s) will this recipe be served or sold at? :**

**If Retail - What is the suggested sell price? :**

*\*Don't forget to fill out REQ Form B for Micros access if this is a retail recipe to being sold.*

<b>Preparation Time:</b>	<b>Cooking Time:</b>
<b>Cook Temperature:</b>	<b>Advance time:</b>
<b>Serving Temp:</b>	<b>Cooking Equip:</b>
<b>Serving Vessel:</b>	<b>Serving Utensil:</b>
<b>Chef Notes:</b>	

## CBORD FSS DATA ADMINISTRATION USE ONLY

CWI/Recipe Review Approval:  YES  NO

Date:

FSS Data Team Entered  NETID:

Date:

Notes:



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**Recipe Instructions** - please include CCP/SOP information for instructions. Type or cut & paste instructions into this form below: instructions should be numbered & include sections for Preparation & Cooking, Service, Storage, & Reuse.