

FOOD AND NUTRITION PROCEDURES

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Effective	July 2008
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Miami-Dade County Public Schools

Subject: RECEIVING FOOD/SUPPLIES/SERVICE

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ADMINISTRATORS,
DEPARTMENT OF FOOD AND NUTRITION

RECEIVING MERCHANDISE

The food service manager is directly responsible for inspecting all merchandise for acceptable quality and for verification of quantities as ordered.

CONDITIONS TO CHECK

1. Check quantities to see if the amount or weight received agrees with amount or weight specified on the invoice.
2. Determine if unit price agrees with price on current bid award. Check extensions for accuracy.
3. Check merchandise for quality, correct temperature, damage, spoilage, infestation, disfigured and/or discolored cases or cans, and expiration date where specified.
4. Restrict delivery personnel from access to food items on hand to avoid errors in counting or weighing merchandise being delivered.
5. Check merchandise received for USDA acceptance, contract compliance shields, or substitutions, and determine if all is in accordance with approved award.
6. Deliveries that are short, damaged or mutilated in any manner must be immediately reported to the Department of Food and Nutrition and the Product and Service Quality Report form completed.

PROCESSING INVOICES

1. Require the vendor to submit invoices or delivery tickets in quadruplicate.
2. Acknowledge receipt on invoice and return two (2) copies to the vendor with any invoice changes noted and initialed by delivery person (**vendor will not issue credit for merchandise damaged or not received if the delivery slip is signed, but shortages and/or damages are not indicated**).
3. Record pack date of commodities on delivery invoice.

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RECEIVING FOOD/SUPPLIES/SERVICE (continued)

4. Sign each invoice and stamp with the official "Receipt of Goods Stamp" indicating that goods or services have been received and that the invoice is approved for payment.
5. Do not send invoices to Accounts Payable for the following vendors unless there is a discrepancy between the invoice and products delivered:
 - Velda Farms
 - Flowers Bakery
 - US Foodservice (dry purchased items, frozen/refrigerated purchased items, delivery of commodities, delivery of frozen pizza)
 - Brando (pest control)
6. If there is a discrepancy for orders received from the above vendors, note the discrepancy on the invoice, give the vendor two copies, send one copy to Accounts Payable and retain one copy in the school file.
7. Do not send invoices to Accounts Payable for produce vendors. If there is a discrepancy, contact the vendor for replacement of the item, note the discrepancy on the invoice and retain in the school file (Produce invoices are no longer handled through Accounts Payable. Funding for produce bids is processed through the U.S. Department of Defense). Send a copy of the discrepancy to Food and Menu Management for bill reconciliation.
8. **ALL OTHER INVOICES MUST BE SENT TO ACCOUNTS PAYABLE.** Send the second copy, with any invoice changes noted, to Location 9999, Room 602, Accounts Payable, Attention: Food Service, along with all other invoices accumulated for one week.
9. Retain one copy in the school file after noting any invoice changes. Commodity pack date must be recorded on the invoice at time of delivery.
10. Date all food items with month and year of manufacture or pack date; once a case is opened each individual unit must be dated with manufacture or pack date. If a USDA product is delivered without a pack date, indicate delivery date.

HIDDEN DAMAGE

For damage discovered later, set the product aside for pick-up by the vendor. Notify the Department of Food and Nutrition. Furnish the invoice number, delivery date, number of cases, code numbers or lot numbers, and a brief description of the damage so that credit can be requested. Also complete a Product and Service Quality Report ([FM-1739](#)) and send to work location 9025 - Department of Food and Nutrition, Attention: Food and Menu Management ([See Procedure C-4](#)).