

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: INVENTORY TRANSFER

For Action By: FOOD SERVICE MANAGERS

Refer Questions to: FOOD SERVICE ACCOUNTING

TRANSFER PROCEDURES

Accounting for the transfer of food and non-food items between schools is the responsibility of Food Service Accounting.

It is the food service manager's responsibility to document transfers using the electronic Transfer Report ([FM-0934](#)). The complete description, including exact quantity, pack size, item number and price for each item is entered as specified. Indicate whether the item(s) transferred is Purchased Food, Non-Food, Commodities or Home Economics Commodities (also known as Family and Consumer Sciences Commodities). A separate form is required for each category. Complete and distribute the form(s) as follows:

- A. Access the Transfer Report at <http://forms.dadeschools.net/webpdf/0934.pdf>.
- B. Sending manager completes the form, clicks on "Submit Form" at the top of the form, which will automatically attach the form to an e-mail, and sends it to the receiving manager.
- C. Receiving food service manager acknowledges receipt (double click on "Attachments" to open transfer form) by completing the "Date Received" and the "Receiving Manager's/Teacher's Signature" fields, clicks "Submit Form" and **forwards** to:
 1. Sending Manager
 2. Food Service Accounting at lcarreno@dadeschools.net
 3. Food and Menu Management at gfuente@dadeschools.net
 4. Region Food Service Coordinator
- D. Both the sending and receiving managers must print copies and file with weekly invoices. Managers should create a "Transfer Forms" file in "My Documents" to file the electronic forms.

See [Procedure C-1](#) for information on transferring commodity foods to Family and Consumer Sciences Department.