

FOOD AND NUTRITION PROCEDURES

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Miami-Dade County Public Schools

Subject: REBATE/NET-OFF INVOICE PROCEDURES FOR COMMODITY FOODS

For Action By: FOOD SERVICE SUPPORT STAFF

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

Rebate/Net-Off Invoice Procedures:

1. Obtain list of approved processors to offer rebates or net-off invoices to recipient agencies (RA).
2. Based on this list, determine which processors we are currently using.
3. If net-off invoice is available, the net-off price including the commodity product will be the purchase price of the item instead of a rebate.
4. If a rebate is the only available and/or best option, obtain a rebate form for each manufacturer.
5. Create item/rebate files for processing rebate requests throughout the purchase period.

Procedure for obtaining a rebate:

1. Obtain a distribution report for the month from distributor indication item usage.
2. Make copy of the page and highlight the product.
3. Complete the appropriate request per manufacturer.
4. Have Supervisor sign and verify information.
5. Send copies to vendor (keep copy in pending folder for that vendor).
6. Upon receipt of memo and copy of check, verify amount is correct, and file.
7. Balance commodity inventory monthly with delivered product to manufacturer per ending commodity inventory available for rebate.