

Instructions for Completing Notice of Delivery of USDA Donated Foods

Notice of Delivery of Donated Foods to Schools KY-FD-3

Instructions For Completing Notice of Delivery of USDA Donated Foods (KY-FD-3 Form)

Only utilized by KC Provisions

Purpose: The KY-Fd-3 Form is used by Recipient Agencies to request delivery of USDA donated food from distributors and to notify recipient agencies within a system of requested delivery dates and amount of food ordered for each sub-outlet.

Instructions:

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE KY-FD-3 FORM:

1. Enter Name of Recipient Agency (RA).
2. Enter Name of USDA Foods product ordered.
3. Enter WBSCM Sales Order number (S/O).
4. Enter Price Per Case as indicated in WBSCM.
5. Enter Account Number-provided by distributor.
6. Enter Pack Size.
7. Enter Total Number of cases ordered.
8. Enter Arrival Date as listed in WBSCM, which is date product arrived at distributor's warehouse.
9. Enter Name: of Sub-outlets (sites), to which food is allocated.
10. Enter Total Cases Allocated for sub-outlets.
11. List Date food is to be delivered to each sub-outlet (as previously arranged with distributor – At least one week's lead time may be required)
12. Enter Amount Requested for each delivery date.
13. Enter Total Case(s) Requested for each delivery stop. Ensure minimum drop quantities are being requested across all materials for each site.
14. Enter name of FSD
15. Enter date submitted to distributor.