

FOOD AND NUTRITION PROCEDURES

Miami-Dade County Public Schools

The logo consists of the letters 'C' and '3' in a large, bold, black font, enclosed within a thin black rectangular border.

Subject: **RECEIVING FOOD/SUPPLIES/SERVICE**

PURPOSE

The purpose of this procedure is to provide steps for receiving food/supplies/services to ensure excellent quality, correct quantities, and proper processing of invoices for payment to vendors.

PROCEDURE

Receiving Merchandise

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

Conditions to Check

- A. Check quantities to see if the amount or weight received agrees with amount or weight specified on the invoice.
- B. Determine if unit price agrees with price on invoice.
- C. Check merchandise for quality, correct temperature, damage, spoilage, infestation, disfigured and/or discolored cases or cans, and expiration date where specified.
- D. Restrict delivery personnel from access to food items on hand to avoid errors in counting merchandise being delivered.
- E. Check merchandise received for USDA acceptance and/or substitutions.
- F. Deliveries that are short, damaged or mutilated in any manner must be noted on the invoice and signed by the delivery person and manager/satellite assistant or designee. Comments must be entered on the Reason/Remarks section of the Receiving Order in TrakNow.

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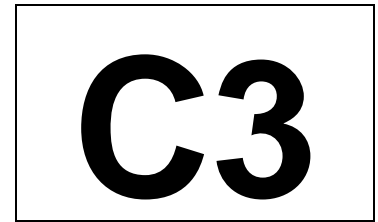
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Processing Invoices

- A. Require the vendor to submit invoices or delivery tickets in duplicate.
- B. Acknowledge receipt on invoice and return a copy 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**).
- C. Sign each invoice indicating that goods or services have been received and that the invoice is approved for payment.
- D. Enter receipts on-line in TrakNow.
- E. Do not send invoices to Accounts Payable.
- F. If there is a discrepancy between the invoice and products delivered on any food invoice, produce, and milk, notify Food & Menu Management, Attention: Camile Castor.
- G. If there is a discrepancy for services received from the hood cleaning company or pest control, note the discrepancy on the invoice and fax to (786) 275-0841, Attention: Repair Call Center or email it to fnrepaircallcenter@dadeschools.net.
- H. Retain one copy in the school file after noting any invoice changes.
- I. Date all food items with receipt date (month/date/year); once a case is opened each individual unit must be dated with receipt date.
- J. Circle the expiration date of food items on exterior of boxes/packages, as applicable.

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Hidden Damage

For damage discovered later, set the product aside for pick-up by the vendor. Notify Food and Menu Management. Provide the invoice number, delivery date, number of cases, code numbers or lot numbers, brief description of the damage and picture, if possible, 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](#)).

For Action By: Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Revised: June 2006(3rd), July 2007, July 2008, July 2011, July 2012, July 2014, July 2015, July 2017, July 2018, July 2019; October 2019, July 2022, July 2023, June 2024
Reviewed: June 2024