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U.S. DEPARTMENT OF AGRICULTURE MULTI-FOOD REQUISITION (SEE INSTRUCTIONS ON REVERSE)				QUARTER	STATE OR ITD	DISTRIBUTING AGENCY	AVERAGE PARTICIPATION	<input type="checkbox"/> DELETE <input type="checkbox"/> ADD <input type="checkbox"/> CHANGE			
1 D/A CODE	2 DELIVERY YEAR	3 F/R - D/O NO.	4 OUTLET	5 ENTITY CODE	6 CITY	7 DELIVERY PERIOD	8 REMARKS				
9 COMMODITY CODE	10 COMMODITY DESCRIPTION (USE SHORT TITLE)	11 EST. COST PER LB.	PACK TYPE	12 NET WT. PER UNIT (CASE)	13 QTY. REQ. CASES	14 TOT. NET WEIGHT (LBS.)	15 TOTAL VALUE (\$)	16 ADJ CODE	17 SECT - LAW	18 REDI	
A060	BEANS GREEN 303		24/303	23.40							
A090	BEANS VEG 300		24/300	24.00							
A095	CARROTS		24/303	24.00							
A120	CORN CREAM		24/303	24.00							
A121	CORN KERNEL		24/303	24.00							
A135	LENTILS		12/2	24.00							
A145	PEAS 303		24/303	24.00							
A163	PUMPKIN		24/303	24.00							
A166	SPINACH		24/303	22.50							
A169	POTATOES 303		24/303	24.00							
A196	POTATOES DEHY 12		12/1	12.00							
A221	SWEET POTATOES 303		24/303	24.00							
A244	TOMATO SAUCE 300		24/300	22.50							
A248	TOMATOES 303		24/303	24.00							
A251	SYRUP P		12/24	25.85							
A280	GRAPEFRUIT J		12/46	37.00							
A282	APPLE J		12/46	37.50							
A285	GRAPE J		12/46	38.00							
DISTRIBUTING AGENCY CERTIFICATION					FOOD AND NUTRITION SERVICE APPROVAL						
DATE	SIGNATURE				REGIONAL OFFICE		DATE	SIGNATURE			

D/A/CODE		DELIVERY YEAR		F/R - D/O NUMBER			DELIVERY PERIOD			
9 COMMODITY CODE	10 COMMODITY DESCRIPTION (USE SHORT TITLE)	11 EST. COST PER LB.	PACK TYPE	12 NET WT. PER UNIT (CASE)	13 QTY. REQ. CASES	14 TOT. NET WEIGHT (LBS.)	15 TOTAL VALUE (\$)	16 ADJ CODE	17 SECT - LAW	18 REDI
A286	PINEAPPLE		12/46	37.70						
A290	TOMATO J		12/46	36.50						
A300	ORANGE J		12/46	37.50						
A355	APPLESAUCE 303		24/303	24.00						
A401	F COCKTAIL 303		24/303	24.00						
A412	PEACHES CLING 303		24/303	24.00						
A439	PEARS 303		24/303	24.00						
A446	PINEAPPLE 2		24/2	30.00						
A461	PLUMS 303		24/303	24.00						
A480	PRUNES 1		24/1	24.00						
A502	RAISINS 48		48/1	48.00						
A560	POULTRY CND		24/29	43.50						
A562	CHICKEN CND		24/29	43.50						
A570	EGG MIX 6		48/6	18.00						
A587	STEW CND		24/24	36.00						
A589	STEW 24/15		24/15	22.50						
A610	BEEF NJ		24/29	43.50						
A617	LUNCHMEAT P 24		24/30	45.00						
A619	LUNCHMEAT 24		24/30	45.00						
A630	PORK NJ		24/29	43.50						
A740	TUNA 12.5		24/12.50	18.75						
A741	TUNA 12.25		24/12.25	18.37						
A800	SALMON PINK		48/14.75	44.25						

D/A/CODE		DELIVERY YEAR		F/R - D/O NUMBER			DELIVERY PERIOD			
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A910	BEANS BLKEYE 2		12/2	24.00						
A912	BEANS B LIMA 2		12/2	24.00						
A914	BEANS PINTO 2		12/2	24.00						
A917	BEANS GRT NORTH 2		12/2	24.00						
A918	BEANS NAVY PEA 2		12/2	24.00						
A920	BEANS LT KIDNEY 2		12/2	24.00						
A922	PEAS SPLIT 2		12/2	24.00						
B050	BUTTER 36		36/1	36.00						
B060	CHEESE 30		6/5	30.00						
B081	EVAP 12		48/12	40.00						
B090	INSTANT 24		6/4	24.00						
B137	CORNMEAL 5 DEG		10/5	50.00						
B141	CORNMEAL 10 DEG		5/10	50.00						
B160	FARINA		24/14	21.00						
B161	CEREAL INFANT R8		12/8	6.00						
B162	FORMULA SOY DRY		6/14	6.25						
B163	FORMULA SOY 12		12/13	10.75						
B165	FORMULA		24/13	21.50						
B166	FORMULA SOY		24/13	21.50						
B167	FORMULA POWDER		12/1	12.00						
B168	FOMULA POWDER 6		6/1	6.00						
B179	FLOUR AP 5		10/5	50.00						
B180	FLOUR AP 10		5/10	50.00						
B229	FLOUR B 5		10/5	50.00						

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B230	FLOUR B 10		5/10	50.00						
B349	FLOUR WW 5		10/5	50.00						
B350	FLOUR WW 10		5/10	50.00						
B367	FLOUR MIX		6/5	30.00						
B403	HONEY 24		24/24	36.00						
B425	MACARONI 1		24/1	24.00						
B445	OATS 3		12/3	36.00						
B470	PB 2		24/2	48.00						
B501	ROASTED 12		24/12	18.00						
B510	RICE 2		24/2	48.00						
B570	WHEAT 3		12/3	36.00						
B666	VEG OIL 48		10/5	23.10						
B720	SHORT S 3		12/3	36.00						
B835	SPAGHETTI 2		12/2	24.00						
B850	CEREAL CORN		24/18	27.00						
B851	CEREAL CORN 16		14/16	14.00						
B852	CEREAL CORN 17.5		12/17.5	13.13						
B860	CEREAL OATS		24/15	22.50						
B861	CEREAL OATS 16		12/16	12.00						
B864	CEREAL RICE		24/13	19.50						
B866	CEREAL RICE 12		12/13	9.75						
B867	CEREAL RICE 17.5		12/17.5	13.13						
B870	CEREAL WHEAT		24/18	27.00						
B871	CEREAL WHEAT 16		12/16	12.00						

## INSTRUCTIONS

### (For State Distributing Agency or Indian Tribal Organization)

#### ITEM:

**QUARTER** - Enter the quarter provided by the FNS Regional Office for School Year in which shipment is to be made. Example: Q1 (for January, February, or March); Q2, Q3, or Q4.

**STAFF** - Enter the two-letter State Code in which the Distributing Agency is located. Example: For UTE Mountain Tribe in Colorado you would enter CO.

**NAME OF DISTRIBUTING AGENCY** - Enter the name of the Distributing Agency.  
**AVERAGE PARTICIPATION** - Enter the average number of participants served by the program.

**TYPE OF ACTION** - Place an "X" in the applicable category. (Delete, Add, or Change).

#### BLOCK:

1. DA CODE - Enter the three-digit code number of the Distributing Agency.
2. DELIVERY YEAR (ALPHA) - Enter the alphabetical designation provided by the FNS Regional Office for the School Year in which shipment is made.
3. FOOD REQUISITION/DELIVERY ORDER NUMBER - Use the same number for both categories. Assign numbers unless advised by the FNS Regional Offices. The numbers should begin with 501 each school year, continuing numerically through 899.
4. OUTLET - Enter the appropriate outlet as follows: CSFP for Commodity Supplemental Food Program; FDIR for Food Distribution Program on Indian Reservations.
5. ENTITY CODE - The entity code is provided by the Kansas City Commodity office (KCCO) for each given destination.
6. CITY - The City should be spelled out in its entirety.
7. DELIVERY PERIOD (NUMERICAL) - Enter the beginning and ending delivery period desired. First half: 01/15/98 Second half: 01/31/98.
8. REMARKS - For use by the Distribution Agency or the Regional Office. Indicate (by city) if shipment should be combined. Example: "Combine w/Rochester." Also list information important for KCCO to receive such as "No deliveries on Friday."
9. COMMODITY CODE - Items are preprinted. If new item, check with FNS Regional Office for correct code.
10. COMMODITY DESCRIPTION "SHORT TITLE" - Items are preprinted. If new item, check with FNS Regional Office for correct short title.
11. ESTIMATED COST PER POUND - Optional entry, cost per pound of a commodity.
12. NET WEIGHT PER UNIT (CASE)/Baler - Items are pre-printed.
13. QUANTITY REQUESTED - (CASES)/Balers: Enter the number of full cases/balers requested.
14. TOTAL NET WEIGHT PER ORDER (POUNDS) - Enter net pack weight per order (pounds). Net pack weight x units requested = Net weight per order. Total weight per truckload should not exceed 36,000 pounds net weight. Weight must be adjusted downward when ordering bulky light weights items such as adult cereal.
15. TOTAL VALUE - Optional entry, total net weight x estimated cost equals total value.

The following categories should be left blank, for FNS Regional Office or FNS Headquarters to complete:

16. ADJUSTMENT CODE - (Leave Blank)
17. SECTION LAW - (Leave Blank)
18. REDONATION CODE - (Leave Blank)

**DISTRIBUTING AGENCY CERTIFICATION** - The person who executed the "Agreement for Distribution" and use of Donated Commodities (Form FNS-51) on behalf of the Distributing Agency, or his/her designee, shall sign and date in ink or indelible pencil.

### (For FNS Regional Office)

#### BLOCK:

3. DELIVERY ORDER/FOOD REQUISITION NUMBER - Begin with 501, continuing numerically through 899.
8. REMARKS Optional.
16. ADJUSTMENT CODE - Refer to IT instructions for appropriate adjustment codes and their use.
17. SECTION LAW - Commodity Supplemental Food Program (CSFP) - 17 Food Distribution Program on Indian Reservations (FDIR) - 4a.

Bonus Commodities - 416 (Verify with FNS Headquarters for an updated list of bonus commodities and eligible outlets).

18. REDONATION CODE - Refer to IT instructions for appropriate redonation codes and their use.

**FOOD AND NUTRITION SERVICE APPROVAL** - The FNS Regional Office employee who is authorized to approve Food Requisitions will show the appropriate Regional Office (SERO, MPRO, etc.), and sign and date. This approval by Regional Office indicates that States or Tribal Inventory levels have been checked out and the orders have been prepared in accordance with these instructions.

#### DISTRIBUTION:

1. The Distribution Agency shall retain one copy and forward the original and other copies with carbon inserts to the FNs Regional Office.
2. After approval for multi-food shipments, the FNS Regional Office will send one copy with any changes to the Distribution Agency. The Regional Office will retain the original.