

## Appendix B11. Food Purchase Data Checklist

### SCHOOL FOOD PURCHASE STUDY IV FOOD PURCHASE DATA SUBMISSION CHECKLIST

<i>FOOD PURCHASE INCLUSIONS AND EXCLUSIONS</i>	
<b>Food purchase: <u>food received</u> by the SFA or the school in the specified quarter.</b>	
1. Include all food purchases for <b>National School Lunch Program (NSLP) and the School Breakfast Program (SBP)</b> .	<input type="checkbox"/>
2. Include food purchases for <b>a la carte (nonprogram foods)</b> .	<input type="checkbox"/>
3. Include <b>ALL food deliveries</b> in the specified quarter regardless of when the order was placed.	<input type="checkbox"/>
4. Include <b>USDA Foods direct deliveries</b> .	<input type="checkbox"/>
5. Include <b>processed end products containing USDA Foods as ingredients</b> .	<input type="checkbox"/>
6. Include food deliveries from <b>FSMCs, distributors, and commercial vendors</b> .	<input type="checkbox"/>
7. Exclude or flag food purchase for <b>other programs</b> (e.g. CACFP, adult meals, catering).	<input type="checkbox"/>
8. Exclude <b>DoD Fresh</b> deliveries (these will be provided by USDA).	<input type="checkbox"/>
9. Exclude or flag food orders <b>placed but not delivered</b> in the specified quarter.	<input type="checkbox"/>
<i>SFA LEVEL REPORT FOR THE QUARTER</i>	
10. Submit information on food purchases from <b>ALL schools in the district</b> .	<input type="checkbox"/>
11. Submit information on food purchases at the <b>SFA level</b> – i.e., purchases from any given source (e.g. FSMC, USDA direct deliveries, commercial suppliers, food buying cooperatives) are aggregated across all schools. Submit school level delivery data if this is not feasible.	<input type="checkbox"/>
12. Submit information on food purchases at the <b>quarter level</b> –i.e., weekly or monthly purchases are rolled up at the quarter level. Submit weekly or monthly purchase data if this is not feasible.	<input type="checkbox"/>
<i>PRODUCT SPECIFICATIONS</i>	
13. <b>Product name/description</b> (e.g. canned tomato, pizza, hamburger patty, etc.)	<input type="checkbox"/>
14. <b>Product codes</b> (vendor and manufacturer assigned codes that describe the product).	<input type="checkbox"/>
15. <b>Quantity purchased:</b> unit size (e.g., pack size, case size) and number of units purchased (e.g. 6/10 lb. bags of carrots; 3 cases of 5 lb. each potato tater tots; 400 units of ½ pint 1% milk, etc.)	<input type="checkbox"/>

The U.S. Department of Agriculture is conducting this study to obtain updated national estimates of food acquisitions and a description and analysis of food purchase practices of school districts participating in the Federally supported school meal programs. The estimates will provide information on the type, volume and source of foods acquired, the relative importance of USDA Foods, and changes in food composition and cost over time. Participation in this study by individuals is voluntary and the information collected will be used to understand school meal program trends and practices associated with food buying efficiency. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0471. The time required to provide this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314 ATTN: PRA (0584-0471).



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16. <b>USDA Foods codes and value pass through methods</b> (e.g. indirect discount or net off invoice, rebate or refund, fee for service) are included for processed end products containing USDA Foods as ingredients.	<input type="checkbox"/>
17. Total <b>cost</b> (\$) AND/OR unit cost (\$) per item	<input type="checkbox"/>
<i>FORMAT</i>	
18. Submit food purchase data in <b>EXCEL or other editable format</b> . Submit PDF files (e.g. invoices, etc.) if this is not feasible.	<input type="checkbox"/>

Thank you for your participation in the School Food Purchase Study.

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