# **Appendix B11. Food Purchase Data Checklist**

# **SCHOOL FOOD PURCHASE STUDY IV**

## FOOD PURCHASE DATA SUBMISSION CHECKLIST

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| FOOD PURCHASE INCLUSIONS AND EXCLUSIONS |
| **Food purchase: food received by the SFA or the school in the specified quarter.** |
| Include all food purchases for **National School Lunch Program (NSLP) and the School Breakfast Program (SBP).**  | 🞎 |
| Include food purchases for **a la carte (nonprogram foods).** | 🞎 |
| Include **ALL food deliveries** in the specified quarter regardless of when the order was placed.  | 🞎 |
| Include **USDA Foods direct deliveries**.  | 🞎 |
| Include **processed end products containing USDA Foods as ingredients.** |  |
| Include food deliveries from **FSMCs, distributors, and commercial vendors**. | 🞎 |
| Exclude or flag food purchase for **other programs** (e.g. CACFP, adult meals, catering). | 🞎 |
| Exclude **DoD Fresh** deliveries (these will be provided by USDA). | 🞎 |
| 1. Exclude or flag food orders **placed but not delivered** in the specified quarter.
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| SFA LEVEL REPORT FOR THE QUARTER |  |
| 1. Submit information on food purchases from **ALL schools in the district**.
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| 1. Submit information on food purchases at the **SFA level** – 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.
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| 1. Submit information on food purchases at the **quarter level** –i.e., weekly or monthly purchases are rolled up at the quarter level. Submit weekly or monthly purchase data if this is not feasible.
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| PRODUCT SPECIFICATIONS |
| 1. **Product name/description** (e.g. canned tomato, pizza, hamburger patty, etc.)
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| 1. **Product codes** (vendor and manufacturer assigned codes that describe the product).
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| 1. **Quantity purchased**: 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.)
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| 1. **USDA Foods codes and value pass through methods** (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.
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| 1. Total **cost** ($) AND/OR unit cost ($) per item
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| FORMAT  |  |
| 1. Submitfood purchase data in **EXCEL or other editable format**. Submit PDF files (e.g. invoices, etc.) if this is not feasible.
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Thank you for your participation in the School Food Purchase Study.