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Commissioner



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Kentucky Department of Agriculture *A Consumer Protection And Service Agency*

POLICY MEMORANDUM – PM-FD-S-09-02

POLICY MEMORANDUM – PM-FD-D-09-01

TO: Food Service Directors / Administrators
Contracted Commercial Distributors

FROM: Teresa Ulery, Director 
Division of Food Distribution

DATE: July 14, 2008

SUBJECT: Receipting of USDA Commodities from Contracted Commercial Distributor

In light of the findings at the annual commercial distributor close-out reviews, we felt it necessary to put a policy in place pertaining to the receipt of commodities at the school level and the loading of trucks at the commercial distributors. The close-out reviews found that some agencies are accepting deliveries that are above the amounts allocated, as well as the fact that trucks are arriving with more product than allocated.

Food Services Directors must ensure that each school site is aware of the number of cases allocated and that staff responsible for signing the delivery invoices have carefully checked and counted each item. If the delivery is short/damaged, please have the staff make notation on the delivery invoice and the FSD must contact the distributor. If the delivery is over, have the driver re-load the cases on the truck to be returned to the warehouse.

Any school accepting more cases of commodities than allocated must reimburse the distributor, in order to ensure that all school systems receive their allocations. The school system and the distributor will share the cost of replacement; each will pay fifty percent (50%) of the actual commodity cost, so that commodities may be replaced.

Should you have questions pertaining to this policy, please contact Larry Garriott at 502-573-0435 or email him at Larry.Garriott@ky.gov



