

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS Receiving	Reference Number: IVL01-0016	Revises Previous Effective Date: 12/31/01
Authority: Donald / Adams	Effective Date: 9/01/04	Page 1 of 8

I. POLICY:

To outline to all GDC Food Service Supervisors in each facility the methods and procedures for receiving all food, supply and equipment items into the feeding units in GDC.

II. APPLICABILITY:

All of the feeding units within GDC receiving food supplies.

III. RELATED DIRECTIVES:

GDC-SOP: IVL01-0015, IVL01-0020

IV. DEFINITIONS:

- A. Receiving Report - an official form to indicate items received by quantity, price, and total value.
- B. Receiving Stamp - an official stamp to indicate items received by date, and invoice.
- C. 409-Report - Food supply order listing.
- D. Way Bill - Shipment list that accompanies the delivery of product

V. ATTACHMENTS:

Attachment 1 - Way Bill for Farm Products

VI. PROCEDURE:

- A. Receiving
 - 1. Upon receipt of all items into the facility, proper documentation of the amount(s) of the item(s) is to be prepared.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 2 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

2. All records will be completed and available for inspection in each feeding unit.

B. Receiving Report

1. All items received into a feeding unit from an outside vendor will require a Receiving Report for all invoices. Upon delivery of the merchandise the Receiving Report is to be prepared as follows:

- a. The date that the merchandise is received into the feeding unit.
- b. The full name and mailing address of the vendor.
- c. The entire invoice number and date of the invoice.
- d. The purchase order number and date of the purchase order.
- e. On equipment ONLY - enter the GDC decal number and serial number.
- f. Quantity received and unit (each, box, pounds).
- g. Description of each item. On equipment, the model number, electrical, or fuel data is to be included.
- h. Unit price - as shown on the invoice and entered in the description.
- i. Amount - the correct extension price.
- j. Total Amount - the sum total of all items on invoice.
- k. The name of the facility receiving the item(s).
- l. Date and signature of person, receiving the items(s).
- m. All entries MUST match the corresponding invoice.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 3 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

2. The receiving report, invoices and/or purchase orders will be prepared as required by GDC accounting procedures.
3. Appropriate copies of all related documents will be maintained on file in the Food Service and Business Manager Offices.
4. All merchandise, regardless of source, will be checked to insure the following:
 - a. Items delivered meet the requirements specified in the original purchase order and 409 reports.
 - b. Accuracy of amount, quantity, price and unit of issue.
 - c. Quality of items (damaged, spoiled or inferior items will be rejected at the time of delivery with appropriate changes made to the invoice or 409).

C. Receiving Stamp

All items received into a feeding unit from an outside vendor will require a receiving stamp if a receiving report is not being completed.

- a. Enter the date that the merchandise is received into the feeding unit.
- b. Enter the invoice number the merchandise is included on.
- c. Enter the page numbers of the invoice(s).
- d. The receiver of the merchandise should print their name.
- e. The receiver must then enter their signature.

D. Credit Card Purchases

Refer to the Purchasing Card Procedure Manual.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 4 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

E. Shipment of Food/Supply Items from the Food Distribution Unit (409 Report)

1. Quantities of food and supply items to be delivered are based on each facility's 409, covering a specified order period, so that weekly and monthly shipments are in accordance with the Master Menu requirements. **Facility inventories must be kept updated daily, allowing FDU to ship proper quantities using current inventories.**
2. The FDU driver will present the facility's receiving agent with the 409 packet upon their arrival at the facility for a delivery.
3. At this point, the 409 packet consists of two carbon copies and is still intact.
 - a. The shipping copy is the first carbon copy.
 - b. The facility copy is the second carbon copy.
4. The FDU driver and authorized facility receiving agent will:
 - a. Witness the unloading and verify the items received.
 - b. Remain present at all times to substantiate exact recording of any discrepancy found during the delivery on the "Statement of Receipt" (found on the last page of the 409 form).
 - c. Check all items received against the 409. (Item description, unit of issue, and amount.)
5. When shipment is correct and in agreement with 409:
 - a. The facility receiving agent should check the "Correct" block on the Statement of Receipt"; and sign their name in the area designated for Institutional Representative.
 - b. The FDU driver will sign their name in the area designated, thus verifying delivery of a correct shipment. The driver agrees the

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 5 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

"Statement of Receipt" is completed correctly with no findings of any discrepancies.

- c. The FDU driver will retain the "shipping copy" (top copy with original signatures) to forward to the FDU computer operator.
 - d. The facility's receiving agent should retain the facility copy (bottom copy).
6. When any deviation is found between the 409 and the shipment received (overage and/or shortage):
- a. The facility receiving agent will note the differences in items involved in the right margin of the Statement of Receipt and sign their name in the area designated Facility Receiving Agent.
 - b. The FDU driver will sign their name in the area designated, verifying the facility receiving agent's acceptance of the shipment. The driver agrees the "Statement of Receipt" is completed correctly, agreeing with any discrepancies.
 - c. Separate the 409 packet as in paragraph above.
7. Distribution of the 409-Report
- a. The original is retained by FDU and filed.
 - b. The shipping copy is reviewed by the FDU computer operator in order to make any necessary adjustments noted as overage/shortage. It is attached to the original 409 and filed; this copy has signatures of the facility receiving agent and the FDU driver.
 - c. The "facility copy" is filed at the facility; this copy has the carbon signatures of the facility receiving agent and the FDU driver.
 - d. The third (3rd) copy is retained by the facility as a record of their initial order;

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 6 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

refer to this copy when receiving partial shipment of a monthly food order.

F. Damaged Items

1. The Food Distribution Unit will not knowingly ship any damaged/unusable items to a facility. If damage occurs in transit, the facility is to accept shipment, determine the usable portion, and survey the rest. (Refer to IVL01-0021, FDU Procedures)
2. Damaged items are not to be returned to FDU; they are to be surveyed at the facility.

G. Partial Shipments of Food/Supply items from FDU.

1. Partial shipments are necessary if:
 - a. The facility order for food and supply items requires more than one truckload.
 - b. When FDU does not have an item ordered a shipment will have to be made at a later date.
2. Paper work is to be processed the same as regular shipments. Procedures outlined in IVL01-0021 (FDU Procedures), 4-6, are to be followed for the shipment and acceptance of any partial shipments.

H. Shipments of Milk

1. FDU procedures applicable to receipt of milk from Rogers SP dairy are:
 - a. WEEKLY milk orders must be placed by each facility via the Groupwise email system. In the event email is unavailable, the order should be faxed to Food and Farm - Central Office. Facilities shall calculate their needs based on feeding strength. Project consumption from delivery date to delivery date and take into consideration the on-hand inventory and expiration dates. The submitted order should include the quantity for each type of milk (i.e. - ea/cs).

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 7 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

EXAMPLE ORDER:

Facility: Central Office SP

Subject: Delivery Week 08/13/01 - 08/20/01
(Monday delivery)

70-710303 Chocolate 300 ea/6 cs

70-710308 2% 500 ea/10 cs

70-710307 Skim 100 ea/2 cs
(Special Diets/Women's facilities only)

70-710306 Whole 200 ea/4 cs (Child
Nutrition only)

b. On the scheduled date for pickup from the Dairy, the FDU driver will comply with the receiving procedures in section IVL01-0017.

c. The driver will receive a milk shipping form. The form will reflect the facilities requested quantities and delivery order.

d. Upon delivery, the driver will prepare an issue ticket (invoice) for each facility, in accordance with the approved delivery schedule and allocation for that particular facility.

2. Upon arrival at each facility the FDU driver will:

a. Remain present during unloading to insure accuracy in amounts received and the shipment is handled carefully.

b. Insure that amount of items left at the facility, correspond with the amount on the milk 409 or written on the issue ticket, recording the amount of leakers separately.

c. Obtain facility receiving agent's initials on the 409 shipment list, milk 409, or issue ticket. One copy of the signed milk 409 will be left at the receiving facility.

I. Shipments of Eggs

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 8 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

1. FDU procedures applicable to receipt of fresh eggs from the Montgomery SP Egg Unit are:
 - a. On the scheduled date for pickup from the Egg Unit, the FDU driver will comply with the receiving procedures in section IVL01-0017.
 - b. The driver will receive an egg delivery form. The DMS food Computer System will initially calculate the needs of the facility based on the menu requirement and institutional feeding strength. **Any change to the order should be communicated to Food Distribution Unit three days prior to delivery.**
 - c. The driver will prepare an issue ticket (Invoice) for each facility in accordance with the approved delivery schedule and allocation for that particular facility.

J. Way Bills for Farm Products

1. Any product obtained from a GDC farm operation MUST have a copy of a Way Bill which serves as the invoice and receiving report for that product. The Way Bill will be initiated by farm personnel.
2. The procedures as outlined in Section IVL01-0015 (Procurement) are the same for receiving local purchase items and should also be used for receiving farm products on a Way Bill. The Way Bill will include the unit of measure and/or gross weight, e.g. corn in husk, peas in shell, milk in gallons, meat in pounds, eggs in cases.
3. One copy of the Way Bill will be retained in Food Service for accountability and updating the computerized inventory system. The item(s) will be entered to the computerized inventory system as if it were a local purchase from a local farm. Farm personnel will keep other copies for their records.
4. Farm product costs are revised yearly, as established by the Food and Farm Services Manager, Central Office. These prices are effective July 1 of each year. If items are free, the waybill will

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/31/01	Page 9 of 8
	Effective Date: 9/01/04	Reference Number: IVL01-0016

be marked free. All other prices will be according to farm product cost list.

K. Special/Emergency Shipments

1. When an item is necessary due to an emergency or special situation, receiving procedures as outlined above are followed.
2. Refer to IVL01-0006 (Emergency Feeding Plan) and IVL01-0021 (FDU Procedures).

L. Forced Shipments

1. Occasionally, certain items may be issued to some or all of the feeding units, to prevent loss through deterioration, spoilage or when an excess of products has accumulated.
2. Food and Farm Services, Central Office and/or the Food Distribution Unit will contact each feeding unit, by telephone or in memorandum form, concerning items to be delivered.
3. When such forced issues are made, the items are to be accepted and used, as soon as possible, to prevent loss.
4. The Manager of Food and Farm Services will determine the unit price.

VII. Retention Schedule:

Attachment 1 of this SOP will be kept locally for one year in an active file and five years in an inactive file, then destroyed.