INSTRUCTIONS FOR USDA COMMODITY TRACKING FORM

Save the tracking form to your computer to help you track regular USDA packaged commodities and diverted USDA commodities.

Regular commodities
The tracking form lists the regular packaged commodities commonly delivered to the state distribution warehouse and commodities diverted to approved processors.

Use this form with the *CLiCS Customer Order Summary screen*, which shows each commodity's quantity by "Ordered", "Expected" and "Received".

- Enter the FNS *"Ordered"* total (from CLiCS) for each commodity in the indicated column on the form or column 3 (see example).

- ·Record the number of cases delivered each month by the distributor.

- Enter the total *"Received"* by the state warehouse when CLiCS shows all truckloads are received.

- There is a formula under *"Variance"* which calculates any differences between the "Received" quantity and the Distributor's "delivered" quantities. Return any quantities over the CLiCS allocation to the distributor. If the variance is negative, contact your *distributor* to reconcile the shortage.

Commodities Diverted to a Processor
A list of commodities that can be diverted to a Processor is at the end of the form. Commodities are diverted by "pounds". The actual "pounds" diverted by FNS are listed on the CLiCS Customer Order Summary screen as *"ordered"*.

If you diverted to more than one processor for the same commodity, you will need to determine the individual totals. Record the cases of end products delivered to you throughout the year. At the end of the school year, compare the diverted pounds to the total cases of end products you received. Verify that you have received the accurate yield. Contact the *broker* if you have a question.

Note: The tracking form uses two pages of legal paper when printed.