## Credit Memo

After you have placed your order in the ACDS system the Agency Delivery Report is generated, reflecting what the Commodity Office intended to have delivered.

Have the Agency Delivery Report with you when the Delivery Truck arrives.

## Before the delivery driver leaves.

- Count for correct amount & items ordered. (Do not accept items not on your list.)
- Check for damage, overage, shortage, miss-pick and errors.
- Note discrepancies or problems on your invoice & Agency Delivery Report, there should also be a total of **THREE** signatures on the invoice which includes (see picture below for an example):
  - 1. Driver Initials at the bottom of the invoice
  - 2. Child Nutrition Director or Representative signature at the bottom of the invoice
  - 3. Drivers signature near the discrepancy
  - 4. Child Nutrition Director's signature near the discrepancy
- Within <u>two</u> (2) business days, email both your <u>ACDS Agency Delivery Report Invoice</u> and your <u>Delivery Invoice Ticket</u> to the Food Distribution Office for credit.

## EXAMPLE:

| TANKERSLEY<br>Codservice.of          | 3203 Industrial Park Road<br>P.O. Box 607<br>Van Buren, AR 72957<br>(479) 471-6800 | Page 1<br>Salesrep 400<br>Route 307<br>Stop 8           | INVOICE<br>Customer<br>Date:<br>Manifest<br>PO#    | #:               | 2684063<br>400157<br>5/22/2019 |
|--------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------|------------------|--------------------------------|
| Deliver To:                          | Bill To:                                                                           | Invoice Me                                              | ssage                                              |                  |                                |
| ·                                    | AR DEPT OF HUMAN SERVICES<br>F.O. BOX 1437, SLOT S337<br>LITTLE ROCK AR            | WE ARE NOW PARTNE<br>FOR YOUR EQUIPMEN<br>Special Inst: | T - NEEDS. ASK Y                                   |                  | )                              |
|                                      | 72203                                                                              |                                                         | N                                                  | SLP              |                                |
| Item# Ord Ship Brand                 | Phone # 479-574-2836<br>Description                                                |                                                         | k / Size ST Weig                                   |                  | Ext Amt                        |
| 2230 10 10 PACKER                    | 100003 CHEESE, YEL CHEDD                                                           | AR FTH S 0311 1                                         | CASE                                               | 4.09             | 40.90                          |
| 2508 10 10 PACKER                    | 110861 SQUASH BUTTERNUT                                                            | NO SALT 2511 1                                          | LCASE                                              | ,4.09            | 40.90                          |
| 2549 10 910 PACKER                   | 110857 FLOUR WHITE WHOLE                                                           | WHEAT 1 0111 1                                          | CASE SHORT 1 C                                     | ASE 4.09         | 40.90                          |
| 2565 4 4 PACKER<br>2571 6 6 PACKER   | 110921 CHICKEN FILLETS U<br>110931 EGG PATTY ROUND F                               |                                                         | CASE<br>CASE                                       | 4.09             | 16.36<br>24.54                 |
| CND SIGNATURE                        | CATEGORY_RECAP                                                                     | COSTRETAIL_                                             | * PROF CASES                                       | reDanci          | * 79                           |
| -> can be placed an<br>on the invoic | e Short +                                                                          | orget to not<br>the Agencu                              | j Delivery                                         | Report           |                                |
| Driver Cash Check Ame                | Customer<br>Signature CHECK YOUR M                                                 | erchandise bedeore sign                                 | ING Status<br>Codes<br>o-Out<br>S-Sub<br>V-Taxable | Sub Total<br>Tax | 163.60<br>.00                  |
|                                      | ALL PAST DUE INVOICES ARE                                                          | SUBJECT TO FINANCE CH                                   | ARGES P=Partial Fill                               | Invoice          | 163,60                         |