**JANUARY 2019 INVOICE: SFA NAME**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Terms | | Account Number | Invoice Date | Invoice Number | |
| ## days | Due: ##/##/#### | #### | ##/##/#### | ##### | |
| Description | | | | | Total | |
| Gross product cost $##,###.##  Discounts - note each as Net off Invoice (NOI), Fee for Service (FFS), Direct Discount (DD)   * …. $###.## * …. $###.## * …. $###.##   Rebates   * …. $###.## * …. $###.## * …. $###.##   Credits   * …. $###.## * …. $###.## * …. $###.##   Net Product Cost  Labor Cost  Controllables/other    Non-Controllables/other – if either fee is based on per meal charge, all calculations must be provided:   * Management Fee $####.## * Admin Fee $####.##   Total DUE  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  USDA Foods Received this Month:   * USDA Foods $###.## * DOD $###.## * Processed $###.## * Produce Pilot $###.## | | | | | $xxx,xxx.xx  $xxx,xxx.xx  $xxx,xxx.xx  $xxx,xxx.xx  $xxx,xxx.xx | |
| FSMC must certify it has submitted only allowable costs to be paid from the non-profit school food service account  Name and signature of FSMC staff responsible for certifying compliance | | | | | | |

Sample invoice:

* List of each discount, rebate and or credit and labeled as net off invoice, fee for service or direct discount
* Management and Administrative fee as applicable – if any fee is based on a per meal cost, the calculation must be included on the invoice
* FSMC must certify on document only allowable costs submitted for payment from the non-profit school food service account.
* If an Operating Statement or P&L does not accompany the invoice, *individual expenditures must be noted on the invoice.*
* *If there are discounts, rebates and or credits for “other” they must also be included on the invoice*