



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

FD # 08-09

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**MEMORANDUM**

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**TO:** Food Distribution Participants

**FROM:** Tina Herzog, Program Director  
Food Distribution Program

**DATE:** November 17, 2008

**SUBJECT:** New Process for Requesting Surplus

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*Original Signed*

The Arizona Department of Education offers Surplus Commodities on an "as available" basis. All sponsors participating in the program are eligible to request the Surplus Commodities. Surplus Commodities are available separately for the various programs (e.g. "NSL", "SFSP") and a list of the commodities available had to be requested each time you wanted to see the list. There is now a new process for requesting surplus items. Instead of calling Danielle to request a list be faxed or e-mailed to you, you can access a copy of the available surplus items in CNP2000.

Under the Allocations menu item in CNP2000 you will see a Surplus List menu item. Clicking on this link will display any available Surplus Commodities for the selected program. Sponsors that participate in multiple programs can select the desired program (NSLP or SFSP) to view the current list for that program. After clicking on "Surplus List", follow these directions to view the list for your program and request any commodities you would like to receive:

- Select the desired Sponsor in the drop down menu (if there is more than one sponsor available).
- Select the desired Program in the drop down (there may only be one option available depending upon your program participation and/or time of year).
- Click the "Apply" button to view any available Surplus Commodities for the selected Sponsor and Program.
- Surplus Commodities are not available at all times. If there are no Surplus Commodities available, the message "There are no Surplus Commodities currently available for the selected criteria." will be displayed.

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- If there ARE Surplus Commodities available, they are displayed along with other information pertaining to the list:
  - The dates and times that the Surplus Commodities list is effective.
  - Sponsor information including entitlement amounts.
  - The list of available Surplus Commodities including a text entry field which is a space for you to add comments or special instructions.
- Type the number of units requested for each commodity.
  - The USDA Value Ext. (extended) field is updated to reflect the number of units requested multiplied by the USDA Value.
  - The Total USDA Value Ext. field at the bottom of the list is updated to reflect the total of all commodity USDA Value Ext. values.
  - The Total Units field at the bottom of the list is updated to reflect the total of all commodity units requested.
- Click the "Print" button below the "Surplus Request List Filters" table to display a printable form in a new browser window.
- Use your browser print function to print the form.
- Fax the form to the Arizona Department of Education, Food Distribution Program, at (602) 542-6978 (if you have the ability, you may also scan in your request and e-mail it to FDP@azed.gov).

**PLEASE NOTE:** if ADE receives your list outside of the effective date and times listed on the surplus request, you will not receive an allocation and you must re-print and fax a new list once it is posted, so make sure to submit your requests BEFORE the end time for that list.

Included are instructions with screen prints to show you samples of the surplus lists and where to click. We hope this new process will make requesting a surplus list a little more efficient. If you have any questions about the new process, please contact a member of the FD Team by emailing us at [FDP@azed.gov](mailto:FDP@azed.gov) or call Danielle Daugherty at (602) 542-8729.

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# Surplus Requests

On the left hand side click “Allocations” then “Surplus List”

Then you will see a page which displays the list of what is available. On the right hand side are some boxes where you can insert the amount you are requesting for each item. Once you have put in the amount you are requesting, you will scroll back up to the print button. Notice that there is also a comment box in case you have special instructions such as a case minimum needing to met, an order needing to be placed immediately, or just to tell us what a great job we are doing, etc. These would all be appropriate to put in the comments section. Also notice if you try to put a “0” in the box to indicate you do not want that particular item, it will come up with a warning box. You do not need to put “0” in the box if you do not want that particular commodity. Once you have everything selected you would like to request, print the list and fax it back to the number listed on the top of the page.

**Arizona Department of Education**  
Commodity Programs

**Surplus Request List** Help

This page displays a list of any currently available surplus commodities.  
Please view the Help if you have questions (click on the "Help" button in the upper right corner of this page).

**Surplus Request List Filters**

Sponsor: (ASPIN) Agulla Elementary District  
Program: NSL

Apply Print

**Windows Internet Explorer**

The A061 Units must be 1 (one) or greater if you are requesting this commodity. Please leave the Units blank if you are not requesting this commodity.

OK

**Entitlement Details**

A Entitlement:	\$3,859.00	B Entitlement:	\$1,654.00
A Entitlement Used:	\$3,836.52	B Entitlement Used:	\$1,518.72
A Entitlement Remaining:	\$22.48	B Entitlement Remaining:	\$135.28
A Bonus Used:	\$311.85	B Bonus Used:	\$0.00

**Comments**

**Commodity**

Code	Description	Pack Size	Charge	Available	USDA Value	USDA Value Ext.	Units
<b>Bonus</b>							
A061	BEANS GREEN CANNED	6#10 CAN	Bonus	15	\$13.62	\$0.00	0

Local intranet 100%

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This is what the list displays when you are about to print. It also provides our fax number and e-mail address at the top for your convenience. You are welcome to e-mail the request if you have the ability.

### Surplus Request List

Effective from 11/20/2008 8:00:00 AM to 11/20/2008 2:00:00 PM  
Sponsor Name

Program: NSL

INSTRUCTIONS: Please print this form and fax it to Arizona Department of Education at: (602) 542-6978  
or email a copy of this request to FDP@azed.gov.

Entitlement Details			
A Entitlement:	\$3,859.00	B Entitlement:	\$1,654.00
A Entitlement Used:	\$3,836.52	B Entitlement Used:	\$1,518.72
A Entitlement Remaining:	\$22.48	B Entitlement Remaining:	\$135.28
A Bonus Used:	\$311.85	B Bonus Used:	\$0.00

Comments
Great Job Danielle!!

Commodity							
Code	Description	Pack Size	Charge	Available	USDA Value	USDA Value Ext.	Units
<b>Bonus</b>							
A061	BEANS GREEN CANNED	6/#10 CAN	Bonus	15	\$13.62	\$0.00	
A350	APPLESAUCE CND	6/#10 CAN	Bonus	392	\$14.54	\$290.80	20
<b>Entitlement</b>							
A173	POTATO WEDGES FAT FREE	30 # CASE	Entitlement	555	\$13.65	\$204.75	15
A204	POTATOES ROUNDS FRZ	6/5# PKG	Entitlement	22	\$13.63	\$0.00	
A237	SALSA CND	6/#10 CAN	Entitlement	4	\$15.34	\$0.00	
A241	TOMATOES DICED CND	6/#10 CAN	Entitlement	46	\$12.95	\$129.50	10
A350	APPLESAUCE CND	6/#10 CAN	Entitlement	225	\$14.54	\$0.00	
A409	PEACHES CLINGSTONE DICED CND	6/#10 CAN	Entitlement	18	\$19.25	\$0.00	
A417	Strawberries Cup Frozen	96/4.5 oz	Entitlement	2	\$32.50	\$65.00	2
A526	CHIX BRD 7 PC	30 LB CTN	Entitlement	952	\$46.40	\$0.00	
A727	HAM CKD CUBED FRZ	4/10 LB CTN	Entitlement	53	\$91.94	\$0.00	

### Some important things to remember about surplus:

- Surplus is still based on fair share
- The list will be posted each day at 8am and will expire at 2pm. All surplus requests will be allocated at 2pm. If you fax the list to us after 2pm, you will have to wait for the next day's list, **NO EXCEPTIONS.**
- We must be fair to all schools and give each a chance to receive items, therefore you may still only request surplus once a week.

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