



State of Arizona  
Department of Education

**Tom Horne**  
Superintendent of  
Public Instruction

**FD# 25-08**

**MEMORANDUM**

**TO:** Food Distribution Program Participants  
**FROM:** Tina Herzog, Food Distribution Program Director  
Arizona Department of Education, Food Distribution Program  
**DATE:** April 21, 2008  
**SUBJECT:** Last Deliveries for SY08 – Week of June 2<sup>nd</sup>

*Original Signed*

**In order to prepare for physical inventory, the last delivery day for commodities will be June 6<sup>th</sup>, therefore sponsors must place orders by May 30<sup>th</sup>.** Schools with deliveries every other week (2<sup>nd</sup> and 4<sup>th</sup> Wednesdays) will have to place orders by May 15<sup>th</sup>. While we conduct the annual physical inventory and reconcile with the warehouse, no commodities will be received or delivered. We anticipate resuming deliveries by July 31<sup>st</sup>, so please plan accordingly.

Keep in mind this also applies to commodities that are in private storage. If you plan on ordering commodities out of private storage or putting commodities into private storage, you must do so by the June 6<sup>th</sup> deadline. The warehouse still requires the minimum quantity to be ordered or full pallets of one item per pallet to be placed into private storage.

If you have less than your 10 or 20 required cases to order, you may call Danielle Daugherty at the number below to get an updated surplus list. Once we receive your surplus request, we allocate the commodities to you and you must then place the items on an order. **The surplus items are not automatically placed on an order for you.**

Please feel free to contact a member of the Food Distribution Team if you have any questions:

Name	Title	Phone	E-Mail
Tina Herzog	Program Director	(602) 542-8781	<a href="mailto:Tina.Herzog@azed.gov">Tina.Herzog@azed.gov</a>
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Danielle Daugherty	Administrative Assistant	(602) 542-8729	<a href="mailto:Danielle.Daugherty@azed.gov">Danielle.Daugherty@azed.gov</a>

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