



Facts about Surplus

The Arizona Department of Education wishes to inform all USDA Food Program Sponsors that in conjunction with the United States Department of Agriculture's (USDA) paper reduction initiative, ADE will no longer accept Surplus Requests by fax. All Surplus Requests must be received by email to FDP@AZED.GOV, with **Surplus Request** in the **Subject Line**.

Surplus Requests will only be accepted on Monday and Thursday from 8:00 a.m. – 1:00 p.m. Allocations will be completed the same day. Once you receive your Surplus Allocation indicated by REQxxxxx, it is your responsibility to place all products on an order within **seven (7)** working days. Only one request per week, unless prior approval is given by ADE.

Surplus USDA Foods are available on a first come, first serve basis, subject to available entitlement. So check it early! What this means is, if you have entitlement and you are the first one to email your Surplus Request to ADE, you are guaranteed to receive everything you requested. For example, if there are 100 cases of A110 available and 4 eligible (entitlement) schools order, if the first school orders 50 cases, they will receive 50 cases; the second school orders 20 cases, they will receive 20 cases; the third school orders 50 cases, they will only receive 30 cases and the fourth school will receive zero cases. Make sure you have enough entitlement to cover your request. This may require you to transfer A to B or B to A.

Please, only request amounts that are reasonable for your inventory and menu planning needs. Remember, other schools may need the same USDA Food that you do, so only order what you will actually use.

Your entitlement amount will be drawn down as you order USDA Foods. Once you have used 100% of your entitlement, you will only be able to order Bonus items. Once all school's entitlements are depleted, we will open up Surplus USDA Foods to every school.

