



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD 09-08

MEMORANDUM

TO: Food Distribution Program Participants
FROM: Tina Herzog, Food Distribution Program Director
Arizona Department of Education, Food Distribution Program
DATE: August 30, 2007
SUBJECT: Surplus Requests - Reminders and Updates

Original Signed

This is just a reminder that the surplus list is available for any school wanting additional commodities. You may request a copy of the surplus list **once a week** by calling Danielle Daugherty at (602) 542-8729 or by e-mailing her at Danielle.Daugherty@azed.gov. Danielle will fax you a request form which you must complete and fax back to us at (602) 542-6978. You should return your request promptly for best availability. Once your request is received, Barbara Lado will review your request and allocate surplus commodities according to fair share and availability. You may not receive all the surplus items or quantities you request, it is always dependent on supply, demand and fair share.

Once the commodities are allocated, **you must then place these items on an order**. You can add them to an existing order by clicking on the existing order number or you can create a new order. **You must place these on an order within 1 week of receiving the allocation**. The surplus requests now have a shorter close date than regular allocations for a couple of reasons: 1) to avoid being charged excess storage fees by the warehouse and 2) to reduce the potential of spoilage (mostly for refrigerated items) due to the fact that many surplus items have potentially been in storage for 45 – 60 days. If the allocation goes past the close date, you will lose the commodities, your entitlement value of the surplus items and be charged a storage fee as well. Misuse of surplus requests/allocations will jeopardize your future surplus requests.

Your surplus commodities will be charged against your entitlement if available. Surplus will be allocated to schools with remaining entitlement first and then to those out of entitlement as commodities are available. This is to ensure all schools receive their fair share of commodities for the year. If you have any questions about surplus requests, please contact Danielle Daugherty @ (602) 542-8729 or Barbara Lado @ (602) 542-8721.

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