
CNS GROCERY/INVOICE PROCEDURE (CNS-P005)

DCSS – Child Nutrition Services

1.0 SCOPE:

- 1.1 This procedure applies to the ordering of groceries and processing of invoices for Child Nutrition Services.

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2.0 RESPONSIBILITY:

- 2.1 Site Supervisor
- 2.2 Inventory Clerk
- 2.3 Accounts Payable Clerk

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Lead Supervisor
- 3.2 Inventory Clerk

4.0 DEFINITIONS:

- 4.1 GEMS – Government e-Management Solutions
- 4.2 V-Boss – Module in Horizon software

5.0 PROCEDURE:

- 5.1 Site Supervisors will place grocery orders weekly. Orders are then processed by the CNS Inventory Clerk.
 - 5.1.1 Grocery orders will be entered into V-Boss by Site Supervisor or designee and approved. When delivered, items will be checked against the invoice.
 - 5.1.2 Invoice prices will be checked against the bid prices and then received into V-Boss.
 - 5.1.3 A receiving report should be printed and attached to the invoice. The invoice and the receiving report should match.
 - 5.1.4 The CNS Inventory Clerk contacts the vendors in the event of a price discrepancy.
- 5.2 All invoices must be turned in to the Child Nutrition Services office and placed in the designated box.
 - 5.2.1 Invoices must be turned in on Friday for the previous week.
 - 5.2.2 All invoices for the month must be received by the last working day of the month.
- 5.3 Vendors will send a vendor statement to the CNS accounts payable clerk monthly.
 - 5.3.1 Once received, the accounts payable clerk will check invoices against the vendor statement.
 - 5.3.2 If there is a discrepancy, the accounts payable clerk will contact the vendor or the site supervisor.
- 5.4 Invoices should be entered into GEMS immediately.

6.0 ASSOCIATED DOCUMENTS:

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6.1 Invoices

6.2 Receiving Reports

6.3 Vendor Statements

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Invoices	Hard Copy in CNS	Minimum of Five (5) Years	Maintained in a secure area	Discard as desired
Receiving Reports	Hard Copy in CNS	Minimum of Five (5) Years	Maintained in a secure area	Discard as desired
Vendor Statements	Hard Copy in CNS	One year minimum	Maintained in a secure area	Discard as desired

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
28-Nov-05	A	Initial Release
21-Nov-06	B	Change is section 5.3 from weekly to monthly.
11-May-07	C	Changes in section 2.1 and 3.1.
23-Feb-09	D	Deleted Senior Site Supervisor in section 2.1. Added Inventory Clerk in section 2.2. Added Accounts Payable Clerk in section 2.3.

***** End of Procedure *****