## SAMPLE JANUARY 2019 INVOICE: OPS

<table>
<thead>
<tr>
<th>Terms</th>
<th>Account Number</th>
<th>Invoice Date</th>
<th>Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>## days</td>
<td>Due: ##/##/####</td>
<td>###/##/####</td>
<td>####</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
</table>

**Gross product cost $###,###.##**

Discounts - note each as Net off Invoice (NOI), Fee for Service (FFS), Direct Discount (DD)
- .... $###.##
- .... $###.##
- .... $###.##

**Rebates**
- .... $###.##
- .... $###.##
- .... $###.##

**Credits**
- .... $###.##
- .... $###.##
- .... $###.##

**Net Product Cost**

**Labor Cost**

**Controllables/other**

**Non-Controllables/other** - if either fee is based on per meal charge, all calculations must be provided:
- Management Fee $#####.##
- Admin Fee $#####.##

**Total DUE** $###,###.##

**USDA Foods Received this Month:**
- USDA Foods $###.##
- DOD $###.##
- Processed $###.##
- Produce Pilot $###.##

FSMC must certify it has submitted only allowable costs to be paid from the non-profit school food service account

Name and signature of FSMC staff responsible for certifying compliance

### Sample invoice:

- List of each discount, rebate and or credit and labeled as net off invoice, fee for service or direct discount
- Management and Administrative fee as applicable – if any fee is based on a per meal cost, the calculation must be included on the invoice
- FSMC must certify on document only allowable costs submitted for payment from the non-profit school food service account.
- If an Operating Statement or P&L does not accompany the invoice, individual expenditures must be noted on the invoice.
- If there are discounts, rebates and or credits for “other” they must also be included on the invoice.