

SAMPLE JANUARY 2019 INVOICE: OPS

Terms	Account Number	Invoice Date	Invoice Number
## days	Due: ##/##/####	###	##/##/####
Description			Total
Gross product cost \$##,###.## Discounts - note each as Net off Invoice (NOI), Fee for Service (FFS), Direct Discount (DD) <ul style="list-style-type: none"> • \$###.## • \$###.## • \$###.## Rebates <ul style="list-style-type: none"> • \$###.## • \$###.## • \$###.## Credits <ul style="list-style-type: none"> • \$###.## • \$###.## • \$###.## Net Product Cost			\$xxx,xxx.xx
Labor Cost			\$xxx,xxx.xx
Controllables/other			\$xxx,xxx.xx
Non-Controllables/other - if either fee is based on per meal charge, all calculations must be provided: <ul style="list-style-type: none"> • Management Fee \$####.## • Admin Fee \$####.## 			\$xxx,xxx.xx
Total DUE			<u>\$xxx,xxx.xx</u>
USDA Foods Received this Month: <ul style="list-style-type: none"> • 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*