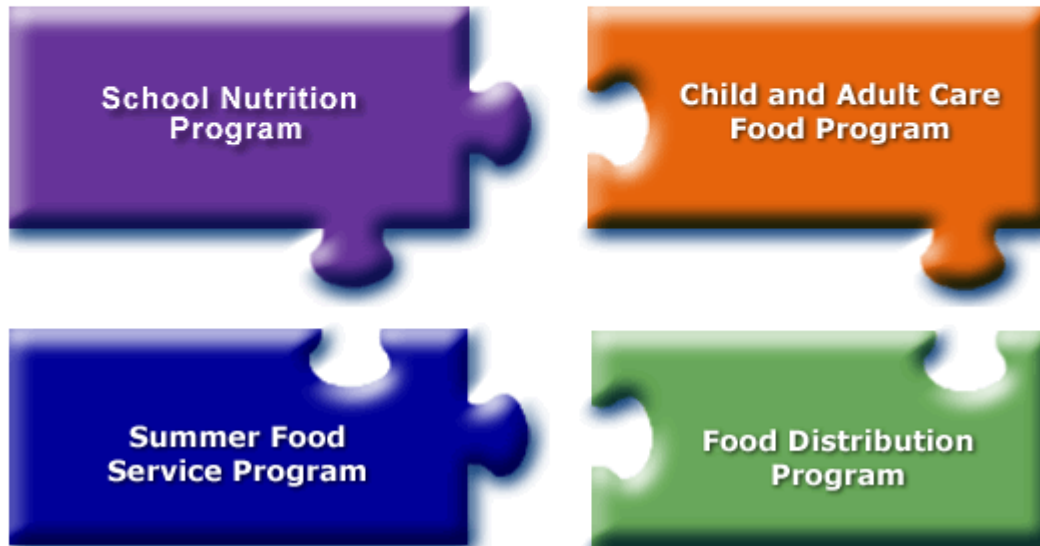


# How to request USDA products mid school year

Log into CNP web [www.schools.utah.gov](http://www.schools.utah.gov)



## Utah State Office of Education Child Nutrition Programs



Select the green puzzle piece, click continue on the message screen and select the current school year 2010.

Program Year Selection		
Program Year	Program Begin Date	Program End Date
<u>2010</u>	July 1, 2009	June 30, 2010
<u>2011</u>	July 1, 2010	June 30, 2010

## Select the allocations tab

↓ Bottom of Form

### R/A Summary

**CHANNING HALL (2D)**

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

R/A Information Sheets

	Number	Name	Revision	Status	Approval Date	Action
+	2D	CHANNING HALL	2	Approved	10/07/2009	<a href="#">View</a> <a href="#">Revise</a>

Delivery Location Information Sheets [Select Shared Delivery Sites](#)

	Number	Name	Revision	Status	Approval Date	Action
+	265	Channing Hall - FDP Delivery	1	Approved	08/07/2009	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

## Select the add surplus button

↓ Bottom of Form

### R/A Summary

**CHANNING HALL (2D)**

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

R/A Allocations

	Alloc Id	Alloc Date	Accept Date	Expire Date	Close Date	Avail Qty	Action
	SVY6852	10/05/2009	10/15/2009	10/15/2009	10/15/2009	2	<a href="#">View</a> <a href="#">Edit</a>
	SVY6880	10/05/2009	10/15/2009	10/15/2009	10/15/2009	4	<a href="#">View</a> <a href="#">Edit</a>

From here you can see your available funding and products you can choose

**FDP** Utah State Office of Education

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Surplus Request Form

**CHANNING HALL (2D)** ProgramYear: 2010

Warehouse: Davis School Dist Whse - STATE Program: NSLP

Entitlement Group: A&B Group

Region: 1

Request Date	Expiration Date	Close Date	Entitlement Available
10/12/2009	10/31/2009	3/31/2010	0.00

Code	Description	PAL Value	Surplus Qty	Request Qty	Admin Fee	Proc Fee	Total Fees
<b>Entitlement Commodities</b>							
A091	Beans, Vegetarian Size: 6/#10 CAN Storage: Dry	17.04	135	<input type="text" value="0"/>	2.65	0.00	0.00
A099	Carrots, Frz Sliced Size: 30 LB CTN Storage: Freezer	14.29	4	<input type="text" value="0"/>	2.65	0.00	0.00
Corn On The Cob							

Remember this just moves them to your order basket. You will be charged for the product when you do this. This will move them to your order basket. Once they are in your order basket you still need to tell us when you want them delivered during the year and how many to ship at a time. If you have any questions at all please contact our offices.

Char Johnson

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email [charlene.johnson@schools.utah.gov](mailto:charlene.johnson@schools.utah.gov)