

USDA Foods Inventory Release Checklist



Do you have all WBSCM-ordered items listed in your inventory?

In WBSCM Reports, run your [Requisition Status Report](#) for the school year and check that the items ordered and approved by ODE are visible in your inventory account in the State Warehouse Contractor's web-ordering system.

Do you have items reaching the end of the 60 days dwell time storage?

In the WBSCM Requisition Status Report, check the 'Date Received' and add the 60 days warehouse dwell time storage to calculate by what date cases must be delivered to your site to avoid additional storage fees.

Do you have any short shelf-life chilled cheese items USDA# 100003, 100018, 100036, 110396?

Per [ODE Short Shelf-Life Policy](#) agencies must receive their short shelf-life items within 30 days of arrival in the warehouse.

Do you have 20 cases minimum for delivery to your site?

In the WBSCM Requisition Status Report, check the total case quantity for the whole school year and divide by 20 to see how many deliveries you can order. Remember, your last warehouse delivery of the school year can be less than 20 cases.

Do you have items you cannot use?

If you have USDA Foods items you can no longer utilize, post them on the [ODE Transfer Post](#) to be given away to other agencies. Do not post short shelf-life items. Make sure you requested the USDA Foods Transfer Post access to ODE.

If you need assistance planning your next delivery order or have any questions about the USDA Foods Direct Delivery program, please contact the [ODE USDA Foods Team](#) asap.