



# 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 listed in your inventory reports in the [Gold Star Inventory Release system](#).

☐ **Do you have older items reaching the end of the 90 days dwell time storage?**

In the [Gold Star Inventory Release system](#), check the 'Dwell/Storage Begin Date' in the 'USDA Inventory by Lot' report: cases must be shipped out to your site before this date to avoid additional storage fees.

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

In the [Gold Star Inventory Release system](#), look for these item numbers in the New Order/Select Items screen. 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 [Gold Star Inventory Release system](#), check the USDA On Request Report to see what items are coming later in the year to be added to your inventory. Remember your last warehouse delivery 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.

*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.*