



# Food Service Program Request to Join

NDESC has performed a competitive bid according to USDA rules for Food, Supplies and Distribution Services on behalf of 98 participating School Food Authorities (SFAs). SFAs who did not originally commit to participate in the solicitation must apply and be approved by NDESC and Food Services of America according to the Master Contract Agreement. To apply for contract pricing and benefits, **please fill out and return this form to Lisa Truax at [ltruax@ndesc.org](mailto:ltruax@ndesc.org)**. You will be notified of a decision within one to two weeks.

### School Food Authority Information

District Name:		Date:	
Business Manager Contact:		Telephone:	
Email Address:			
Food Service Contact:		Telephone:	
Email Address:			

	Delivery Location(s)	Delivery Location(s)
Name of School:		
Address:		
City/State/Zip code		
<b>Requested Number of Deliveries Per Week:</b>	One (1) time per week Two (2) times per week	One (1) time per week Two (2) times per week
<b>Ordering Options:</b>	<p><b>Online Ordering.</b> Full Access to Dedicated K-12 Educational Sales Representative. SFA is responsible for checking their own outs and calling in credits/pick-ups.</p> <p><b>Phone Ordering.</b> Placing all orders over the phone with K-12 Education Sales Representative. <b>*An additional \$0.10 per case charge will be added to all invoices for this service.</b></p> <p><b>Street Sales Representative.</b> Placing all orders through a sales representative who visits your locations. <b>*An additional \$0.50 per Case charge will be added to all invoices for this service.</b></p> <p style="text-align: center;">*If you have any questions regarding the different ordering options, please contact the cooperative.</p>	
<b>Avg. Number Of Cases Per Delivery (Min. Of 15):</b>		
<b>Requested Days for Delivery</b> (please circle your requests)	M   T   W   H   F	M   T   W   H   F

<b>Payment Options</b>	<p><b>ACH Payment.</b> Receive a 0.5% discount for the setup and payment of invoices for 7-day ACH. Notifications of invoices and amounts will be sent out via email prior to an account sweep.</p> <p><b>Check.</b> Checks must be mailed within the allotted payment terms set between FSA and the SFA.</p>	<p><b>ACH Payment.</b> Receive a 0.5% discount for the setup and payment of invoices for 7-day ACH. Notifications of invoices and amounts will be sent out via email prior to an account sweep.</p> <p><b>Check.</b> Checks must be mailed within the allotted payment terms set between FSA and the SFA.</p>
<b>Average Spend Per Year (all distributors – bread and milk – supplies):</b> <i>*Please submit a financial report from the previous fiscal year with this application.</i>		\$

The above requesting school food authority agrees to purchase at a Prime Vendor level of 75% of its annual food purchases from Food Services of America. By signing below, we agree to the terms and conditions of the Master Contract Agreement.

\_\_\_\_\_  
*Food Service Director Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Business Manager Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent Signature*

\_\_\_\_\_  
*Date*

***NDESC Use Only***

Approved to join NDESC's Food Service Program

\_\_\_\_\_  
*NDESC Authorizing Signature*

\_\_\_\_\_  
*Date*

***FSA Use Only***

Approved to join NDESC's Food Service Program

\_\_\_\_\_  
*FSA Authorizing Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
 Approved Delivery Day(s)

\_\_\_\_\_  
 Delivery Window

\_\_\_\_\_  
 FSA Contact Information (Email & Phone)