

Northern Region (MYB Area)

Order Cheat Sheet

ONLINE INVENTORY NON-PERISHABLES

PLEASE ALLOW US AT LEAST 3 BUSINESS DAYS TO PROCESS YOUR ORDER.
mybfoodcenter@lcfbank.org

IF YOUR PICKUP / DELIVERY DAY IS:	YOU NEED TO ORDER DRY GOODS BY:
This is the day you wish to receive your order.	This is the day you MUST order by in order to receive your order on the correct day.
Monday	Noon on the Wednesday prior
Tuesday	Noon on the Thursday prior
Wednesday	Noon on the Friday prior
Thursday	Noon on the Monday prior
Friday or Saturday	Noon on the Tuesday prior

SAVE A COPY OF THE DOCUMENT TO YOUR DEVICE IN ORDER TO ENTER QUANTITIES!!! ONCE COMPLETE, SAVE AND EMAIL TO MYBFOODCENTER@LCFBANK.ORG, OR TYPE YOUR FULL ORDER IN AN EMAIL AND INCLUDE THE INFORMATION ABOVE.

Perishable Shopping List

SUBMIT AT LEAST 1 BUSINESS DAY BEFORE YOUR SCHEDULED DELIVERY/PICK UP TO ENSURE YOU ARE RECEIVING THE FRESHEST PERISHABLE ITEMS.

AGENCY CODE:
AGENCY NAME:
EMAIL:
PHONE:

Choose one:

•DELIVERY DATE: _____ TIME: _____

•PICK UP DATE: _____ TIME: _____

SAVE A COPY OF THIS DOCUMENT TO YOUR DEVICE IN ORDER TO ENTER QUANTITIES!!! ONCE COMPLETE, SAVE AND EMAIL TO MYBFOODCENTER@LCFBANK.ORG, OR TYPE YOUR FULL ORDER IN AN EMAIL AND INCLUDE THE INFORMATION ABOVE.

Assorted product: You will receive a variety of what we have in stock. We are not able to sort or pick through these items for you.

Agency Code: This is your agency code.

Contact Person: This is the person receiving or picking up the order.

Email: email of best contact listed above

Phone: phone number of best contact listed above

Pickup or Delivery: Will it be pickup or delivery?

Requested Time & Date: When you would like to receive/pick-up your order

QTY	Code	Description	Limit	F2E	Pack Size	Gross Weight	Unit Fees per case
	HANDOUT4	PBJ Cookie Picture-Based Recipe			50/Bundle	1	FREE
		Handouts are provided by our Nutrition Team. These handouts will provide helpful information for neighbors regarding food choices, recipes, etc.			50/Bundle means that 50 handouts are included in 1 case lot. Meaning if you order 1 case lot you will get 50 handouts, 2 case lots 100 handouts, etc.		The cost of this item is free to your agency.
	VAP89924	VAP Milk 2% Shelf Stable			12/32 Oz	24	16.56
		VAP stands for Value Added Product. These are highly sought out products such as milk, mac and cheese, peanut butter, etc.			12/32 Oz means that each case lot is 12 containers of 32 Oz of milk. Each case you order will include 12 containers.		One case (12 containers) costs \$16.56
	VAP14801	VAP Pinto Beans, Dried		F2E	24/1 lb	24	20.16
		VAP stands for Value Added Product. These are highly sought out products such as milk, mac and cheese, peanut butter, etc.		F2E stands for Foods to Encourage.			

IF REQUESTING PALLET(S), PLEASE INDICATE BY WRITING "P" NEXT TO THE QUANTITY

QUANTITY (case or weight)	DESCRIPTION	Shared Maintenance Fee (SMF)	CODE
	<small>Note: Produce and bakery items have zero shared maintenance fees.</small>	<small>How much your agency pays per pound due to transportation and food sourcing fees.</small>	
	PRODUCE	\$0.00	00004
	BAKERY	\$0.00	00006A
	Cabbage (50 lb)	\$0.00	PR0300
	White Potatoes (50 lb)	\$0.00	PR1670
	Carrots (50 lb)	\$0.00	PR03020

CHILLED PRODUCT: MUST HAVE A FREEZER BLANKET IN ORDER TO RECEIVE

QUANTITY	DESCRIPTION	SMF	CODE
	MEAT (LIMIT 200 lbs) <small>Your agency can order no more than 200 pounds per order</small>	\$0.18 <small>This is the cost per pound for your agency.</small>	00002M

MUST BE A USDA AGENCY IN ORDER TO RECEIVE ITEMS LISTED BELOW

QUANTITY	DESCRIPTION	Limit	CODE (WAREHOUSE USE)
		10	
	USDA-IQF Blueberries (12/2.5 Oz) <small>This would include 12 packages (2.5 oz each).</small>	10	USDA110623
	USDA-Fresh Grapefruits (39 lb) <small>Each order will include 39 lbs of grapefruits.</small>	10	USDA100281

Only USDA agencies may order from the USDA list on the order form.