Credit Memo

After you have placed your order in the ACDS system the Agency Delivery Report is generated after the fair share allocation process has been completed.

Have the Agency Delivery Report with you when the Delivery Truck arrives.

Before the delivery driver leaves.

- Count for correct amount & items ordered. (Do not accept items not on your list.)
- Check for damage, overage, shortage, miss-pick and errors.
- Note discrepancies or problems on your invoice & Agency Delivery Report, there should also be a total of **TWO** signatures on the invoice which includes (see picture below for an example):
    1. Driver Initials at the bottom of the invoice
    2. Child Nutrition Director or Representative signature at the bottom of the invoice
    3. Drivers signature near the discrepancy
    4. Child Nutrition Director's initials near the discrepancy
- Within **two** (2) business days, email (agri.commodities@arkansas.gov) both your **ACDS Agency Delivery Report Invoice** and your **Tankersley Invoice Ticket** to the Food Distribution Office for credit.

EXAMPLES:



