

Instructions

Vendor Integrity Evaluation Report (Compliance Buys)

03-2010

PURPOSE

To review vendors (farmers and farmers' markets) to ensure compliance with program regulations regarding voucher redemption.

PROCEDURE

When to Prepare

At the time of a compliance review of a vendor, but not in the presence of the vendor.

How to Obtain Form

To obtain the Vendor Integrity Evaluation Report, request from the Farmers' Market Nutrition Program (FMNP) contract technician.

Number of Copies

Complete one original.

Transmittal

The organization that performs the vendor integrity evaluation keeps original on file.

Form Retention

Keep the Vendor Integrity Evaluation Report for three years from the end of the program year. **Exception:** If audit findings, claims or litigation have not been resolved by the end of the program year, all forms and records must be retained until all issues are resolved.

DETAILED INSTRUCTIONS

In the spaces provided on the Vendor Integrity Evaluation Report, please type or print the information requested.

Date — Enter the date of the visit to the vendor.

Time In/Time Out – Enter the time spent at the vendor.

Vendor Name — Enter the name of the farmer or farmers' market under review.

Voucher Numbers/Amount of Voucher — Enter the numbers and monetary value of the vouchers issued for the review.

Summary of Purchases – Enter the type of purchases attempted and whether or not the purchase was completed.

For eligible items, enter the quantity, price and whether or not the purchase was completed.

For ineligible items, enter the quantity, price and whether or not the purchase was completed.

For items refused by the buyer, enter the item, quantity and price and the reason the item was refused.

Total voucher amount spent – Enter the amount of the value of the vouchers spent during compliance buy.

Reviewer must print name and date and sign form.