	Date Issued: November 2014	Policy Number: **323**
Dining *Services* "Creating an excellent *college experience*"	Section: **Administration**	
	Subject: **Accounting for Rebates and Checks from Vendors**	

Accounting for Rebates and Checks from Vendors:

In order to create consistency in the way rebates and checks are accounted for and distributed, this policy and procedure has been created.

Procedure:

Quarterly customer rebate invoice from US Foods:
1. Allocate to operations based on percentage of cases purchased from US Foods
2. Run entire amount through invoice program into 730370 to designated operation
3. In that same month create a journal entry to reallocate to 584300 to each operation based on percentage

Premier checks:
1. Allocate based on percentage of cases purchased from Contract CMA's
2. Allocate to 584300 for each operation's percentage

ACH Payments from US Foods (emailed by Shanell):
1. Allocate based on quarterly purchases from US Foods
2. Find percentage from Invoice program
3. Allocate to 730370

Kwik Vending Commissions
1. Entire amount goes to A07904-564110

Pepsi Rebates and Commissions:
1. Entire amount goes to A07904-584310

Pepsi Sponsorship Fees and Marketing Money:
1. Entire amount goes to A07904-584312

Conagra Checks:
1. Entire amount goes to A07904-584300