



Understanding your new bank report

SPARC is now operating under the “One Bank” system for the 2013/2014 school year. Under the new system, you will notice several changes to your bank report; this is designed to be a guide to understanding your weekly bank report.

Receiving your weekly report

Sysco sends out the bank report each Friday. Please check to make sure that the email address listed in the top right corner of your report is accurate. Please send any changes to reynolds.lisa@det.sysco.com so that you receive the most accurate reporting.

PAL Information

On the bottom of the last page you will notice a box that is entitled “PAL INFO”. This section provides your updated PAL data. This section will show you:

- Your total entitlement for the school year.
- Your year to date usage in both dollars and percentage.
- Your entitlement balance.

DOD and Value Added USDA Foods (formerly called Brown Box)

These items appear on the first page of your report, just as in years past. Please note:

- All items are listed with your current balance as well as with your year to date usage percentage.
- Sysco SUPC codes are provided.
- The far left 2 columns show any additional cases that have not been received by Sysco. An estimated date is provided for you, please note that this is an estimated date. Your balance will automatically be adjusted once additional orders are received.
- The Sysco “Commodity Order Guide” also lists these items under the “Brown Box” category.

Processed USDA Foods

The amount you have available to spend on processed commodity items is called your “Processed Commodity Value” or your PCV. This balance is determined by subtracting your Brown Box and your

DOD from your total entitlement for the year. This balance can be located on the last page of your bank report on the lower right side. This section provides the following information:

- Processed available to school. This is your PCV for the school year.
- Processed Usage is provided in both dollars and percentage.
- Current balance

You will also notice that there is a report date listed next to this section of the report so that you can be sure that you're referencing the most updated copy of your bank.

There are 3 possible sections for listing the processed commodity availability, these sections are reviewed in the order they may appear on your report:

1. "No PTV for this commodity – FFS items will not ship"
 - This alerts you to Fee for Service items where SPARC no longer has funds available.
2. "This commodity will be SHUT OFF when it approaches 100%."
 - When the SPARC balance for a particular processor reaches 70% of the total available dollars, the processor will move into this section. This alerts you to the fact that SPARC is approaching the end of available funds for this processor.
 - The beginning balance, current balance as well as usage in both dollars and percentages are listed. Please note these balances are for the entire consortium and not for your school(s) alone.
3. "Look in Sysco Market COMMODITY order guide for items that will draw down these banks."
 - This is the list of processors where SPARC has chosen to allocate dollars on your behalf.
 - The beginning balance, current balance as well as usage in both dollars and percentages are listed. Please note these balances are for the entire consortium and not for your school(s) alone.
 - The SPARC Commodity order guide in Sysco Market shows the items available for each of the listed processors. For example, if you want to see what items are available for Land O'Lakes, you can look for their name and review all of the items available to draw down from that balance.

You are free to purchase any processed items and can move between processors to find the right balance of items for your needs. All items will receive the commodity pricing unless:

- You have used your entire PCV value.
- SPARC has used 100% of the dollars allocated to that processor.

Frequently asked questions:

How do I know what the pass through or NOI value is for an item I'm interested in?

Sysco and SPARC provide a Fair Market Value list for all items stocked. This will be available on the SPARC website. This is also attached for your reference.

SPARC has funds available for a processor I'm interested in, but the product I want is not stocked.

The SPARC Product Selection Committee reviews all items based on pricing, availability and member interest. Both Sysco and SPARC want to make sure we have the items you need, if you would like to suggest an item please complete the "SPARC Stocking Request" form located on the SPARC website. This form is also attached for your review. SPARC will review and determine the feasibility for your request and respond to you within 7 days.

My invoice now has a message, what is that change?

It is imperative that you check your orders and invoicing for accuracy at the time of receipt.

There is a message printed on all Sysco invoices for SPARC members:

"By signing this invoice, you are stating that you have received the product listed and validated the commodity pass-thru-value (PTV) for the product listed. In case of discrepancy, please contact Michigan Department of Education immediately at (517)373-8642"

If you feel that you were charged incorrectly, please contact MDE as listed as well as your Sysco account representative so that your concern can be investigated immediately.

As the balance for a specific processor nears 100%, what prevents a larger district from buying up the balance and stock piling an item?

There is a fair share system in place. When a balance with a processor nears 70%, the system will not allow an account to order more than the average number of cases they have ordered for that item previously. For example, if you order 5 cases per week of an item that is about to move to commercial pricing, the system will not allow you to order any more than 5 cases per week until that processor's balance is depleted. This ensures that everyone has fair access to a processor's balance until it is gone.

Where do I find the "SPARC Commodity or SPARC Commercial" order guide?

Sysco maintains two guides for your reference with the most updated listings for products available. Once logged into Sysco Market, click on "Order Guides" on the lower left side of the page. A list of guides will appear and you will find both of these order guide listings as well as your historical order guide which shows the list of items you have ordered previously.

I have a question about my bank, who do I call?

Your Sysco account representative is able to assist; however, you're always welcome to reach out to Lisa Reynolds at Sysco who can be reached at reynolds.lia@det.sysco.com or 734.397.7564