

## **Vender Invoicing and Payment Procedures**

Hawaii Child Nutrition Programs (HCNP) will pay for the four local ingredients (sweet potato, kabocha, beef, bok choy), when used in one of the Team Nutrition (TN) standardized recipes.

- Paniolo Stew
- Kabocha sweet potato Pot Pie
- Enchilada Casserole
- Kabocha Bean Dip
- Honey Roasted Kabocha
- Kabocha Thai Curry
- Curried Kabocha and Chicken Curry
- Okinawan Sweet Potato Filling
- Mash Purple Sweet Potato

Following the procedures will allow for timely payments to the vender. Failure to submit documents will result in non-payment to the vender and SFSB or the school may be responsible for the payment.

Upon delivery, vender shall provide school

### **INVOICING**

- original and one (1) copy of the invoice
- one (1) invoice per school.
- Vender's invoices shall include
  - product descriptions exactly as stated on the Vendor List.
  - Vendor List number E23-18,
  - school name,
  - date of delivery, description of product delivered,
  - quantity delivered,
  - price per pound, and
  - total cost per delivery.

HCNP will handle the payment for the featured local ingredients.

### **PAYMENT**

The school will be required to

- submit, original invoice
- with payment stamp completed,
- Purchase Request form
- five working days after receiving invoice.

**A photo of the prepared items must be submitted to by email at [HCNP@k12.hi.us](mailto:HCNP@k12.hi.us) no later than 2 days after serving the recipe.**