Russo's will be providing school districts with pricing for each upcoming week on the Tuesday the week before orders will be delivered. The MAPC contracted pricing only applies to items on the weekly catalogue.

### Increasing Local Buy
- 4 new local items were added to the weekly price sheet.
- To increase local purchases, when the local item is in season, the non-local item will not be available.
- When price is $0.00 in weekly sheet, it means the item is not available.

### Split Case Fees
- A fee of $2.00 per case (pre-split) applies for splitting a master case.
- The weekly price sheet provides the split quantity by item.
- Utilize the Shelf-Life Guidance Information before splitting cases.

### Buy American
- Food Service Directors are responsible for determining if a non-domestic exception should be utilized.
- Guidance for product availability and items with significantly high cost are provided on the weekly price sheet.

### Proper Receiving Practices
- Match pricing from weekly price sheet to invoice.
- Verify case quantity and product labels with invoice quantity and description.
- Inspect for decay, damage, color, freshness, shape and scarring.
- Weigh, date and rotate product.

### Additional Deliveries
- Each school has one scheduled delivery per week.
- Additional deliveries can be arranged for Thursday and Friday with a $300 minimum or a $35 delivery fee.

### School Closings
- No deliveries will be made when schools are closed due to weather or holidays.
- Russo's will work with districts to ensure deliveries are made in weeks when that occurs.

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Find procurement and master contract information at: www.mapc.org/schoolfood