

# Tucker County Schools

## "It's About Learning"

**Dr. Eddie R. Campbell, Jr.**  
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To: Farm to School Vendors

We at Tucker County Schools are so excited to have this opportunity to work with you in our new Farm to School initiative! It is our goal to provide students with healthy nutritious meals and we are thrilled to be working with you to bring farm-fresh produce to our schools. For your convenience, we have compiled the attached packet of information outlining suggested produce to be purchased, contact information, and accounting procedures.

To assist you in the first step of our new partnership, we ask that you complete the attached W-9 form and return it to me as soon as possible. This will establish you as a vendor within our accounting system. Another accounting issue to keep in mind is the following requirement of the Tucker County Board of Education regarding the submittal of invoices for produce purchases. Your invoice should reflect the following data:

- Billing document should be titled "INVOICE", not statement.
- Include your name of company, address, and phone number.
- Invoice number.
- Invoice Date.
- Bill to: Tucker County Schools, Office of Child Nutrition, 100 Education Ln, Parsons, WV 26287.
- Description of goods/services rendered.
- Total of charges due.

A "sample" invoice is attached for your review that incorporates all of the above-listed requirements.

Once again, we look forward to working with you in this exciting initiative. If you should have any questions or require any further information, please do not hesitate to contact me at 304-478-2771. Thank you!

Sincerely,



Jonathan Hicks, Food Service Director  
Office of Child Nutrition

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