

North Dakota
WIC**Food Delivery**

Section

VENDOR

Subject

REPORTS TO STATE OFFICE

SUMMARY

Vendors forms that are completed by local agency staff either need to be kept on file at the local agency or sent to the State office.

PROCEDURE

Submit a copy of the following reports to the State office as scheduled:

- Vendor Monitoring Forms - for all on-site monitoring visits as conducted.
- Compliance Purchase Report and Donated/ Destroyed/Retained Items - after any compliance buy is conducted. A copy of the letter(s) sent to the vendor documenting any concerns noted from the buy also needs to be sent to the State office.
- Training Checklists – Interactive and Non-Interactive
- A copy of any new Vendor approval forms to notify the State office when a new store is added



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