

# Illinois State board of Education Child Nutrition Program

## Vendor Paid List

The purpose of the Vendor Paid List (VPL) is for the School Food Authority (SFA) to provide the Illinois State Board of Education (ISBE) with a list of all vendors paid by the SNP Operator during the review period. **Note that the list should only include those vendors paid with Child Nutrition Program funds.** The SFA must include both the name of the vendor and the total amount paid to the vendor.

The list below provides common goods or services that the SFA contract for **using Child Nutrition Program funds** and should be included in the VPL provided to the ISBE. This list should not be considered exhaustive. If the SFA has purchased an item not shown below, then the SFA must also include the vendor's name and the total amount paid to the vendor for the review period in the VPL provided to the ISBE.

### Typical Costs to Include in the VPL

- Equipment as defined in Title 2, *Code of Federal Regulations (2 CFR)*, Section 200.33
  - Computer
  - Kitchen
  - Office
- Materials and Supplies
  - Repairs
  - Rent or Leasing
  - Food
  - Cleaning supplies
  - Disposables
  - Other Supplies as defined in 2 *CFR*, Section 200.94
- Vehicle
  - Repairs—if not performed by District personnel
  - Rentals
- Computer software and hardware
- Nutrition education supplies
- Training
- Capital Improvements—if not performed by district personnel (as defined in 2 *CFR*, Section 200.13)
- Building leases
- Co-op/group purchasing organizations/group buying organizations dues memberships

### Typical Costs to Exclude from the VPL

- Advertising
- Bank charges
- Dues and memberships (Co-op excluded)
- Equipment and vehicle repairs—if performed by district personnel
- In-house print shop
- Interagency agreements (e.g., agreement between two government agencies)
- State and local government costs
- Laundry expenses—include if the service is performed by an outside vendor and not a government agency or district personnel
- Mileage reimbursement
- Vehicle gas

- Travel and conferences
- Travel and conference reimbursements
- Petty cash payments
- Postage
- Utilities (electricity, waste disposal, etc.)—include if the service is performed by an outside vendor and not a government agency or district personnel

For questions, email [nutritionprocurement@isbe.net](mailto:nutritionprocurement@isbe.net) or visit the [ISBE Financial Management](#) Web page.

## Sample Vendor Paid List

(Use if report from accounting software is not available)

### SY 17-18 Purchases

Vendor	Goods/Services Provided	Amount Paid	Number of Purchases/Frequency
Best Food Company	Food and Supplies	\$245,000	weekly
Pete’s Produce	Food- Fruit/Vegetable	\$97,00	weekly
Bill’s Bread Company	Food- Bread/Bakery	\$56,000	weekly
Carl’s Chemicals	Chemicals	\$57.00	1
Kim’s Cleaning Supplies	Chemicals	\$1,390	3
Sally’s Software	Point of Service (POS)	\$162,000	1