

Documentation of Vendor Sales/Inventory Data

- I. **Vendor Documentation of Sales and Inventory Data:** The vendor must maintain inventory records used for Federal tax reporting purposes and other records the State Agency may require for the period of time specified by the State Agency in the Vendor Agreement. Upon request, the vendor must make available to the State Agency all program-related records. (7 CFR 246.12(h) (3) (xv) The vendor agrees to provide the following documentation (through IRS forms, financial records or other objective means - the book keeping record must be understandable (legible and logical); the book keeping record clearly reflect or corroborate the sales figure(s) that the vendor has declared; the book keeping or accounting record should cite the relevant sales figure(s)) upon State Agency request: monthly or annual food sales (Supplemental Nutrition Assistance Program (SNAP/Food Stamp Program) eligible food items) including infant formula sales; records of WIC foods purchased for a set period of time such as invoices, receipts, and bank deposits, inventory/ shelf price records of WIC food items, and Supplemental Nutrition Assistance Program (SNAP/Food Stamp Program) sales volume. The State WIC agency may request specific records to validate this information at any time during the agreement period. The vendor is responsible for the validity of this information and failure to provide any required sales data or providing false data will result in denial of or termination of the agreement.
 - a. The vendor must maintain invoices or receipts documenting the purchase of WIC food items from manufacturers, wholesalers, distributors, retailers or any other point of purchase, and any additional inventory records used by the vendor, including sales or tax records used for Federal or State tax purposes, and other business related records the State agency may require, for the current agreement period or a minimum of three (3) years.
 - b. Upon request, the vendor must make available to representatives of the State agency, the Department and the Comptroller General of the United States, at any reasonable time and place for inspection and audit, all checks in the vendor's possession and all program related records.