

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 all program-related records available to the State Agency. (7 CFR 246.12(h) (3) (xv))
 - a. The vendor must provide the following documentation upon State Agency request, through IRS forms, financial records, or other objective means:
 - i. Monthly or annual food sales (Supplemental Nutrition Assistance Program eligible food items, including infant formula sales), alcohol, tobacco/vaping, and gasoline sales;
 - ii. 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 SNAP sales volume.
 - b. The State WIC agency may request specific records to validate this information at any time during the agreement period.
 - c. The vendor is responsible for the validity of the information. Failure to provide any required sales data or providing false data will result in denial of or termination of the vendor agreement.
 - i. Bookkeeping and accounting records provided:
 1. Must be legible, logical, and understandable;
 2. Must clearly reflect or corroborate the sales figures that the vendor has declared; and
 3. Should cite the relevant sales figures.
 - d. 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.
 - e. Purchasing invoices, receipts, 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 that the State Agency may require must be maintained for a minimum of three (3) years.
 - f. 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, all program-related records.