

### **INSTRUCTIONS FOR COMPLETING THE VENDOR SHELF PRICES SURVEY**

1.	If at all possible, please submit this survey as an e-mail attachment to Sheba Anderson at sheba.anderson@arkansas.gov. Those who cannot submit via e-mail may submit a paper copy by mail or fax (501) 661-2004..
2.	In the first column, enter the date your Price Survey is completed.
3.	In the highlighted cells of the spreadsheet, <b>enter the 11 digit UPC Code, Item Size, Item Description and Item Price</b> that your store stocks or will stock. <b>Please refer to the Arkansas WIC Approved Food List for items to include in the survey. Do not alter any information that already is entered in the spreadsheet.</b> LIST ONLY THE MOST EXPENSIVE BRAND THAT YOU CARRY FOR THAT PARTICULAR ITEM. Selling the least expensive brand at time of purchase still applies to some food categories per the Approved Food List. For example, on the survey you should list the most expensive priced gallon of milk that you carry, but sell the least expensive brand of milk if it is available at the time of purchase.
4.	Leave blank any information on products your store does not stock. You must stock items that have a minimum stock requirement unless you have a waiver for that item.
5.	Submit completed price surveys with your application or send via e-mail to Sheba Anderson, sheba.anderson@arkansas.gov.
6.	Direct any questions to Sheba Anderson at (501) 661-2472 <b>OR</b> Timothy Howell at (501) 661-2689.