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| | | | | | | |
| | | TOTAL | | | | |

By providing this invoice, the distributor certifies that all poultry have tested NEGATIVE for Avian Influenza.

COMPLETING A POULTRY INVOICE



New Jersey Department of Agriculture
Division of Animal Health
PO Box 330, Trenton, NJ 08625-0330
(609) 671-6400

1. A poultry distributor must obtain a completed poultry invoice from the production/supplier flock for all poultry intended for movement into a New Jersey live bird market or another poultry distributor (N.J.A.C. 2:9-4.1)
2. The poultry invoice required in (1) above shall remain in the possession of the poultry distributor and a new poultry invoice shall accompany all poultry delivered to live bird markets (N.J.A.C. 2:9-4.1) or delivered to another poultry distributor.
3. A poultry invoice is a document issued by a poultry distributor or production/supplier flock, which shall include:
 - a. The full name and address of the poultry distributor or production/supplier flock where the poultry originated;
 - b. The breeds and quantity of the poultry being moved;
 - c. The date of movement,
 - d. A statement of negative avian influenza status; and
 - e. The name and address of the poultry distributor or live bird market where the poultry are being moved.

Authorized agents of the NJDA check invoices regularly so they must be easy to read and understand. Invoices must be typed or printed legibly with blue or black ink. Abbreviations should be avoided. This is especially important for the breed and quantity. Also, a unit of measure (crate, coop, birds, etc.) should always be included when listing the quantity of birds delivered.

There is no set method to meet this requirement. As long as an invoice lists all of the required information, poultry distributors and production/supplier flocks may choose a system of invoicing and record keeping that is most appropriate for their business. Included below are three examples of complete poultry invoices:

Invoicing By Hand With Store Bought Forms

Distributors may purchase pre-printed invoicing tablets from an office supply store. A two-part booklet is necessary since both the premise of origin (production/supplier flock or distributor) and the premise of destination (distributor or live bird market) will need a copy. These booklets are relatively inexpensive, costing between \$3.50-5.00 per set of 50 forms. An example of this format is shown in Figure A.

Invoicing By Hand With Departmental Forms

Standardized poultry invoice tablets (designed and ordered by the distributor from a print shop) are similar to a tablet purchased from an office supply store, but are specific for moving birds within the live bird marketing system. These forms meet all of the requirements so long as they are fully completed. An example of this format is shown in Figure B.

Invoicing By Computer

Production/supplier flocks and distributors may use one of the many available software programs to create a poultry invoice. Software specifically designed for this purpose can be expensive. However, most word processing programs can be used to create an invoice. Some word processing programs have pre-made templates either installed or available for download from the software company's website. Remember, a hard copy of computer invoices should be printed and filed with production/supplier flock and/or distributor records in case of data loss. An example of this format is shown in Figure C.

Figure B: Sample Departmental Poultry Invoice

|  | | Approved Poultry Invoice <i>For Movement of Poultry into Live Bird Markets</i> | |
|---|---|--|--------|
| Date of Movement: 8/24/05 | | Invoice #: XXXXX | |
| Distributor Name: Jones Fresh Poultry | | Live Poultry Market Name: ABC Live Poultry Market | |
| Distributor Address: 1995 E 1st St Anytown, NJ 01234 | | Live Poultry Market Address: 1246 W Main St Anytown, NJ 01234 | |
| QUANTITY/UNITS | DESCRIPTION- BREED, TYPE, COLOR, AND/OR OFFICIAL ID | PRICE | AMOUNT |
| 1 crate | White Broilers | XX XX | XX X |
| 3 crates | Light Fowl, Red | XX XX | XX XX |
| 4 crates | TOTAL | | XXX XX |

By providing this invoice, the distributor certifies that all poultry have tested NEGATIVE for Avian Influenza.

Date of movement

Name and address of the premises of origin (p/s flock or poultry distributor)

Name and address of the premises of destination (LBM or 2nd distributor)

Breeds and quantity

Statement of negative Avian Influenza status

Name and address of the premises of origin (p/s flock or poultry distributor)

