



Vendor Price Survey Instructions

The Vendor Price survey is an important part of our cost containment policy. Please read the following instructions so that you can fill out the form as efficient and correct as possible.

Instructions:

1. Click on the “Vendor Price Survey” link listed at www.wic.utah.gov/vendors/price-surveys/ . The link is encapsulated in the color orange. Once you click on the link, download the file to your desktop.
2. Once the file has been downloaded you can both print the document and fill in the form manually or you can enter the pricing electronically.
 - a. When filling out the form, please refer to Authorized Food Booklet for sizing and approved brand information. You can visit our website for an electronic copy. www.wic.utah.gov/vendors/authorized-foods-booklet/.
 - b. Please report the highest price for each food category listed on the Vendor Price Survey. As a reminder, the **adult cereals and yogurt pricing are reported as highest price per ounce of the most expensive product price per ounce**. All pricing should be the regular price, do not report sale prices.
3. Upon completion of the Vendor Price Survey, please return the survey to the Utah WIC Program at the following:
 - a. Email the saved file or scanned document to wicvendors@utah.gov
 - b. Mail the document to:

Utah WIC Program
Attn: Vendor Coordinator
PO Box 141013
Salt Lake City, UT 84114-1013

If there are any questions or concerns please contact Nicole Reames at 1-877-WIC-KIDS or via email at nreames@utah.gov.

Thank you for all the support and healthy foods your store provides WIC participants. We value the partnership that we have with your store!