

## 2023-2024 Operations Support (OS)

### Documentation Summary Sheet for: Food Service Paper Products and Other Supplies

Agency Name \_\_\_\_\_

Name of Person Who Prepared this Report \_\_\_\_\_ Food Bank ID \_\_\_\_\_

Phone or email \_\_\_\_\_ County \_\_\_\_\_

- Complete this sheet for documenting Food Service Paper Product costs and attach it to the required documentation.
- **This form must be returned with required documentation no later than May 31, 2024.**
- Anticipated payments are not allowable.
- The eligible time period is July 1, 2023 through May 31, 2024.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2024.

**FOOD SERVICE PAPER PRODUCTS AND OTHER SUPPLIES COSTS: Required documentation includes copies of paid vendor invoices or register receipts with allowable items checked and copies of bank-canceled checks if paid by check.**

Invoice Date	Vendor	Check Number	Total charge for OS items only
			\$

#### OS Items Include:

- disposable plates, cups
- plastic utensils
- plastic wrap
- aluminum foil
- foil baking/roasting pans
- foil steam table pans
- disposable food containers
- food service gloves
- paper bags, plastic bags, reusable grocery bags used to pack food for food pantry clients
- Thermal blankets

\* Food Pantries may only claim grocery bags for packing pantry bags, food service gloves, as well as thermal blankets

#### **Masks are NOT allowable**

Arrange copies of documents in the order listed above, with the summary form on top.  
Return to Cathryn Doraby at [OSGrant@regionalfoodbank.net](mailto:OSGrant@regionalfoodbank.net)