2024-2025 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, 2025**.
- Anticipated payments are not allowable.
- The eligible time period is July 1, 2024 through May 31, 2025.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2025.
- Please note that taxes are not covered by the grant.

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