

2023-2024 Operations Support (OS)

Documentation Summary Sheet for: Food Service Equipment

Agency Name _____

Name of Person Who Prepared this Report _____ Food Bank ID _____

Phone or email _____ County _____

- Complete this sheet for documenting Food Service Equipment 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.

EQUIPMENT COSTS: Required documentation includes a copy of paid vendor invoice as well as paid receipt or bank-canceled check if paid by check. Please complete the chart below.

NAME OF VENDOR	ITEM	MODEL #	SERIAL #	QUANTITY	COST

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