2023-2024 Operations Support (OS)
Documentation Summary Sheet for: Space Costs

Agency Name_____

Name of Person Who Prepared this Report_____ Food Bank ID _____

Phone or email_____ County_____

- Complete this sheet for documenting Space 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.

SPACE COSTS: Provide copies of bank-canceled rent checks or paid receipts.

Organization Name that rent payments were made to _____

CHECK NUMBER	CHECK DATE	AMOUNT OF CHECK
	TOTAL	0

Total Paid $_____ X _____% Space Used for Food Service = $_____OS Expenses.

% Space Used for Food Service is the percentage indicated on your signed budget form, taken from your application.

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