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2021-2022 Operations Support (OS)

Documentation Summary Sheet for: Staff Costs

Agency Name_____

Name of Person Who Prepared this Report_____ Food Bank ID _____

Phone or email_____ County_____

- Complete this sheet for documenting Staff costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- The hours **worked** must fall after July 1, 2021.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.

STAFF COSTS: Required forms of documentation are: copies of third-party payroll registers (such as ADP); OR time cards, supported by copies of bank-canceled payroll checks.

List the name of the person who does the direct food service_____
List the date and amount of each pay check issued to this person for the period worked July 1, 2021 through May 31, 2022.

PAY DATE	AMOUNT
sub total	

PAY DATE	AMOUNT
TOTAL:	

Total Pay $_____ X ____% Food Service Work = _____ OS Expenses.

% Food Service Work 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 Kerry Leary at KerryL@regionalfoodbank.net

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2021-2022 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, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.

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	

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 Kerry Leary at KerryL@regionalfoodbank.net

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2021-2022 Operations Support (OS)
Documentation Summary Sheet for: Utility Costs

Agency Name_____

Name of Person Who Prepared this Report_____ Food Bank ID _____

Phone or email_____ County_____

- Complete this sheet for documenting Utility costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.
- Utility expenses must be **incurred** after July 1, 2021.

UTILITY COSTS: Required forms of documentation are copies of utility bills showing billing period AND copies of bank-canceled checks verifying payment of the bills (a subsequent bill showing payment can also be accepted).

List the billing period of each utility bill, the amount of each utility bill, and the check number used to pay it for the period of July 1, 2021 through May 31, 2022. If you are submitting documentation for more than one utility company, fill out an itemized list for each company.

Utility Company:_____

BILLING PERIOD	AMOUNT	CHECK NUMBER
TOTAL		

Utility Company:_____

BILLING PERIOD	AMOUNT	CHECK NUMBER
TOTAL		

Total paid $_____ X_____% Utilities Used For Food Service = $_____OS Expenses.

% Utilities 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 Kerry Leary at KerryL@regionalfoodbank.net

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2021-2022 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, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.

FOOD SERVICE PAPER PRODUCTS AND OTHER SUPPLIES COSTS: Required documentation includes copies of 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 Kerry Leary at KerryL@regionalfoodbank.net

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2021-2022 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, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.

EQUIPMENT COSTS: Required documentation includes a copy of 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 Kerry Leary at KerryL@regionalfoodbank.net

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2021-2022 Operations Support (OS)

Documentation Summary Sheet for: Transportation, Option 1: Mileage

Agency Name_____

Name of Person Who Prepared this Report_____ Food Bank ID _____

Phone or email_____ County_____

- Complete this sheet for documenting Mileage costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.

OPTION # 1: Transportation Mileage Costs. You may only be reimbursed for mileage for transportation of HPNAP food to your emergency feeding site. Mileage can **only** be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site.

For Mileage documentation, include a log showing dates, destinations, odometer readings and mileage traveled. The log must be signed by the driver and endorsed by the agency supervisor authorizing the expense. Copies of bank-canceled checks or signed receipts must be provided as proof of payment. (Receipts for tolls may be reimbursed if attached, but not gas receipts.)

Total Miles_____ X $**0.56** Per Mile= $_____Total Mileage

Plus Total of Tolls _____ = $_____ Total Cost for Transportation**.**

DATE	PAID TO	CHECK #	AMOUNT
		TOTAL	

Arrange copies of documents in the order listed above, with the summary form on top.
Return to Kerry Leary at KerryL@regionalfoodbank.net

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2021-2022 Operations Support (OS)

Documentation Summary Sheet for: Transportation, Option 2: Rental Costs

Agency Name_____

Name of Person Who Prepared this Report_____ Food Bank ID _____

Phone or email_____ County_____

- Complete this sheet for documenting Vehicle Rental costs and attach it to the required documentation.
- This form must be returned with required documentation no later than **May 31, 2022**.
- Anticipated payments are not allowable. If you need the first week of June to fully expend the grant, you must contact Kerry Leary prior to May 31, 2022.
- The eligible time period is July 1, 2021 through May 31, 2022.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2022.

OPTION #2: Transportation Rental Costs. You may only be reimbursed for rental costs from a vehicle rental company for transportation of HPNAP food to your emergency feeding site. Rental costs **can only** be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site.

For Rented Vehicles provide a list of the dates, destinations, paid rental invoices, gas receipts, and toll receipts PLUS copies of paid receipts or bank-canceled checks if paid by check.

Rental Date	Destination	RENTAL AMOUNT	GAS	TOLLS	TOTAL FOR EACH TRIP
	TOTALS				

Totals: $_____+ _____ + _____ = Total Cost $_____

Rental Total Toll Total Gas Total

Arrange copies of documents in the order listed above, with the summary form on top.
Return to Kerry Leary at KerryL@regionalfoodbank.net