#### **Documentation Summary Sheet for: <u>Staff Costs</u>**

me of Person Who Prepared this Report			Food Bank ID			
one or email_	one or email					
<ul> <li>This form</li> <li>Anticipat</li> <li>The eligi</li> <li>The hour</li> <li>Unspent</li> </ul>	e this sheet for documenting must be returned with record and allow ble time period is July 1, 2 s worked must fall after Juffunds must be returned to the Required forms of documents, supported by coping must be considered.	quired documentate able.  022 through May ally 1, 2022.  The Regional Food	ion no later than 31, 2023.  Bank by May 3  copies of third-	n May 31, 2023. B1, 2023. party payroll registers (such		
st the name o	f the person who does the	direct food servi	ce person for the	period worked July 1, 2022		
st the name o	f the person who does the d amount of each pay che	direct food servi	person for the	period worked July 1, 2022  AMOUNT		
st the name of st the date an rough May 31	f the person who does the d amount of each pay che , 2023.	direct food servi	person for the			
st the name of st the date an rough May 31	f the person who does the d amount of each pay che , 2023.	direct food servi	person for the			
st the name of st the date an rough May 31	f the person who does the d amount of each pay che , 2023.	direct food servi	person for the			
st the name of st the date an rough May 31	f the person who does the d amount of each pay che , 2023.	direct food servi	person for the			

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

# 2022-2023 Operations Support (OS) Documentation Summary Sheet for: Space Costs

ana an amail			Country	
one or eman_			County	
		<b>U</b> 1	costs and attach it to the required documentat	ion.
	<u>n must be returne</u> ted payments are	•	cumentation no later than May 31, 2023.	
-	- ·		ngh May 31, 2023.	
_	_	=	onal Food Bank by May 31, 2023.	
ACE COSTS	S. Duovido conic	af bank aanaalaa	I want abaals an maid massints	
ACE COSTS	s: Provide copies	s of <u>Dank-Canceled</u>	l rent checks or paid receipts.	
rganization N	ame that rent pa	ayments were mad	de to	
	CHECK	CHECK	AMOUNT OF CHECK	
	NUMBER	DATE		
		TOTAL		

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

taken from your application.

## 2022-2023 Operations Support (OS) Documentation Summary Sheet for: <u>Utility Costs</u>

of Person Who Prepared this Report			Food Bank ID		
or email				County	
This form in Anticipated The eligible Unspent fur Utility expenses	must be returned I payments are not be time period is not must be returned must be in	cumenting Utility cost d with required document allowable July 1, 2022 through urned to the Regional ncurred after July 1, rms of documentation	May 31, 2023. I Food Bank by May 2022.	an May 31, 20	23.
ted).					
e billing pe he period o	f July 1, 2022 t	ility bill, the amount through May 31, 202 t an itemized list for	23. If you are sub		
ne billing pe the period o	f July 1, 2022 t	through May 31, 202 t an itemized list for	23. If you are sub	mitting docum	nentation fo
e billing pe he period o ne utility co Company:	f July 1, 2022 tompany, fill ou	through May 31, 202 t an itemized list for	23. If you are sub-	mitting docum	nentation fo
e billing pe he period o ne utility co Company:_	f July 1, 2022 tompany, fill ou	through May 31, 202 tan itemized list for CHECK	23. If you are substreach company.  Utility Compan	mitting docum	CHECK
ne billing pe the period o	f July 1, 2022 tompany, fill ou	through May 31, 202 tan itemized list for CHECK	23. If you are substreach company.  Utility Compan	mitting docum	CHECK
ne billing pe the period o one utility co Company:	f July 1, 2022 tompany, fill ou	through May 31, 202 tan itemized list for CHECK	23. If you are substreach company.  Utility Compan	mitting docum	CHECK

#### 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, 2023.
- Anticipated payments are not allowable.
- The eligible time period is July 1, 2022 through May 31, 2023.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2023.

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
			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

#### **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, 2023.
- Anticipated payments are not allowable
- The eligible time period is July 1, 2022 through May 31, 2023.
- Unspent funds must be returned to the Regional Food Bank by May 31, 2023.

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

NAME OF VENDOR	ITEM	MODEL#	SERIAL#	QUANTITY	COST

#### Documentation Summary Sheet for: <u>Transportation</u>, <u>Option 1: Mileage</u>

Agency Name				
Name of Person Who Prepare	d this Report		Food Ba	ank ID
Phone or email			County	
<ul> <li>This form must be returned.</li> <li>Anticipated payments.</li> <li>The eligible time period.</li> </ul>	r documenting Mileage costs a arned with required documenta are not allowable.  od is July 1, 2022 through May e returned to the Regional Food	tion no later than 31, 2023.	May 31, 2023.	
HPNAP food to your eme Bank Warehouse and/or a than an order from the Foo For Mileage documentat traveled. The log must be expense. Copies of bank	tion Mileage Costs. You may be regency feeding site. Mileage of Food Bank Delivery site, but not Bank. Food deliveries direction, include a log showing date signed by the driver and encanceled checks or signed receimbursed if attached, but	can be claimed for mileage cannot be the toyour client tes, destinations adorsed by the acceipts must be j	or picking up an e claimed for pic s is also allowab s, odometer rea gency supervis provided as pro	order from the Food eking up food other ble.  dings and mileage or authorizing the
Total Miles	X \$ <b>0.585</b> Per Mile	e= \$	Total N	Mileage
	=\$			
DATE	PAID TO	CHECK #	AMOUNT	
				<del>-</del> -

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

TOTAL

#### **Documentation Summary Sheet for: <u>Transportation, Option 2: Rental Costs</u>**

one or email		me of Person Who Prepared this Report				
		County				
<ul><li>This form mu</li><li>Anticipated p</li><li>The eligible t</li></ul>	s sheet for documenting Vehicle ust be returned with required documents are not allowable time period is July 1, 2022 throuds must be returned to the Region	cumentation notice that the second se	o later than	n May 31, 20		
<u>mpany</u> for transpo king up an <u>order</u>	portation Rental Costs. You mortation of HPNAP food to you from the Food Bank Warehous liveries directly to your clients is	r emergency f se and/or a Fo	feeding si ood Bank	te. Rental	costs can be claimed	
	s provide a list of the dates, de es of <u>bank-canceled</u> checks if p			invoices, gas	receipts, and toll	
Rental Date	Destination	RENTAL AMOUNT	GAS	TOLLS	TOTAL FOR EACH TRIP	