

2022-2023 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, 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.
- Utility expenses must be **incurred** after July 1, 2022.

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, 2022 through May 31, 2023. If you are submitting documentation for more than one utility company, fill out an itemized list for each company.

Utility Company: _____

Utility Company: _____

BILLING PERIOD	AMOUNT	CHECK NUMBER
TOTAL		

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 Cathryn Doraby at OSGrant@regionalfoodbank.net

2022-2023 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, 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
			\$

- 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

2022-2023 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, 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 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

2022-2023 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, 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.

OPTION # 1: Transportation Mileage Costs. You may be reimbursed for mileage for transportation of HPNAP food to your emergency feeding site. Mileage can be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site, but mileage cannot be claimed for picking up food other than an order from the Food Bank. Food deliveries directly to your clients is also allowable.

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 \$0.585 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 Cathryn Doraby at OSGrant@regionalfoodbank.net

2022-2023 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, 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.

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 be claimed for picking up an order from the Food Bank Warehouse and/or a Food Bank Delivery site, but not for picking up other food. Food deliveries directly to your clients is also allowable.

For Rented Vehicles provide a list of the dates, destinations, paid rental invoices, gas receipts, and toll receipts PLUS copies of 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 Cathryn Doraby at OSGrant@regionalfoodbank.net