Month:	
Year:	

Food Donation Log

Record all donations, excluding Food Bank orders, purchases or donations from the Retail Pickup Program.

DATE	Staff Initials	General Product Description	Donor Contact	Donation Source: Organization/Business (if applicable)	Address	Phone/Email	Est. # Pounds Donated	*If cold or frozen, include Time & Temp.	*Include donor receipt w/donor temp. Receipt Y/N?

*Perishable donations must come from a reputable source and require temperature checks.

Discard or do not accept product with evidence of damage, spoilage, leaks, infestation, temperature abuse, or expired dates.