

Attention: USDA Policy

As part of USDA policy, all agencies receiving USDA must count USDA product at the time of receipt. There are no exceptions to this policy. Each time an agency receives USDA from the food bank it must be counted with a food bank employee and verified. This is for both pick-ups at the food bank and deliveries. When you pick up USDA from the food bank, come into the office to announce your arrival and get your invoice then proceed outside to count the product. Only after the product has been counted can you and a food bank representative (who also counted) sign the invoice as the final record of receipt. If you later find a discrepancy with your USDA, you need to contact the food bank promptly and report the discrepancy. We will then issue a new invoice.

Agency Representative Signature: _____

Agency Name: _____

County: _____