



# Extra Helpings Donation Receipt

Date \_\_\_\_\_ Agency Number \_\_\_\_\_

Agency Name \_\_\_\_\_

Donor/Store Name \_\_\_\_\_

Donor Address \_\_\_\_\_

City/ State/ Zip \_\_\_\_\_

### Received

Bakery \_\_\_\_\_ lbs.

Beverages \_\_\_\_\_ lbs.

Dairy \_\_\_\_\_ lbs.

Meat \_\_\_\_\_ lbs.

Mix/Grocery \_\_\_\_\_ lbs.

Prepared/Perishable \_\_\_\_\_ lbs.

Produce \_\_\_\_\_ lbs.

Non Food/Other \_\_\_\_\_ lbs.

Total \_\_\_\_\_ lbs.

### Cooler Items:

Temperature at store: \_\_\_\_\_

Temperature at agency: \_\_\_\_\_

### Freezer Items:

Temperature at store: \_\_\_\_\_

Temperature at agency: \_\_\_\_\_

Agency Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Store Signature \_\_\_\_\_ Print Name \_\_\_\_\_

*The participating agency is a 501c3 organization qualified to receive donations. Donated products will be used in compliance with IRS regulations regarding product donations. All donation records are maintained and available to the IRS upon request. Agency will utilize industry approved temperature control devices for perishable food pick-ups. The use of this donation is intended solely for the agency's programs and will not be sold, bartered, or traded. If you have any questions regarding the Extra Helpings Program, please contact The Los Angeles Regional Food Bank at (323) 234-3030 Ext.158. We appreciate your support.*

**One Copy- Donor Second Copy- Agency. Keep canary copy at the agency site for three years.  
Poundage report due to the Los Angeles Regional Food Bank by the 5<sup>th</sup> business day of each month.**