



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.

White Copy- Donor Canary Copy- Agency. Keep canary copy at the agency site for three years.
Poundage report due to the Los Angeles Regional Food Bank by the 5th business day of each month.