

Report of Loss of USDA Foods

Organization Name	Authorized Representative	Telephone No.
Address (Street or P.O. Box, City, State, ZIP)		

Give the following information for each type of donated foods lost or destroyed (use additional forms if necessary):

1. Type of Food Donated	Pack Size	Commodity Code	Date Received	Pack Date (on case/bag)	Contract No. (on case/bag)	Number Units Lost
Date Lost	Place Lost		Inventory on Hand After Loss		Who had possession of food at time of loss?	
Where was the food stored? (e.g., school freezer)			How was food stored? (on pallets, shelves, etc.)			
Explain any financial recovery you expect to receive (insurance, salvage, etc.):						
Explain what happened:						

2. Type of Food Donated	Pack Size	Commodity Code	Date Received	Pack Date (on case/bag)	Contract No. (on case/bag)	Number Units Lost
Date Lost	Place Lost		Inventory on Hand After Loss		Who had possession of food at time of loss?	
Where was the food stored? (e.g., school freezer)			How was food stored? (on pallets, shelves, etc.)			
Explain any financial recovery you expect to receive (insurance, salvage, etc.):						
Explain what happened:						

Submit applicable evidence and documentation relating to the loss, such as:

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| <ol style="list-style-type: none"> 1. Condemnation Certificate by health official. 2. Destruction Certificate (must include when, where, and how the USDA Foods were destroyed, and by whom). 3. Temperature Logs—if donated food was stored in the freezer or cooler. 4. Police Report—if theft or vandalism was involved. Also report precautions taken to prevent theft or vandalism. | <ol style="list-style-type: none"> 5. Fire Department Report—if loss was due to fire. 6. Extermination Records—if loss was due to infestation. 7. Refrigeration Repair Information—if loss was due to refrigeration failure. |
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 Signature Date