

PURCHASED FOOD EMERGENCY FEEDING REPORT

R/A NAME: _____ SIGNATURE: _____ COUNTY: _____

DATE: _____ TITLE: _____ PHONE NO: _____

LOCATION OF FEEDING SITE: _____

PURCHASED FOOD	NAME OF AGENCY TRANSFERED TO	UNITS USED/ TRANSFERRED	UNIT PRICE	UNIT SIZE (Smallest Unit)	TOTAL \$ VALUE

GRAND TOTAL VALUE:

DATE(S) SHELTER OPERATED: _____

ESTIMATED NUMBER OF PERSONS SERVED: _____

ESTIMATED NUMBER OF MEALS SERVED: _____

INSTRUCTIONS FOR COMPLETING EMERGENCY FEEDING REPORT
(KY-FD-51)

PURPOSE: This form is to be completed to account for any foods used or transferred during a declared emergency. Please complete one form for each emergency-feeding site.

NAME OF R/A: Enter name of recipient agency.

SIGNATURE: Signature of person completing this form.

COUNTY: Name of the county R/A is located.

DATE: Enter date this form was completed.

TITLE: Enter title of person completing this form.

**TELEPHONE
NUMBER:** Enter telephone number of recipient agency.

PURCHASED FOOD: Enter processed, purchased or NOI foods used or transferred out during the emergency.

**NAME OF AGENCY
TRANSFERRED
TO:** Enter the Name of the Agency that purchased foods were transferred to during the emergency.

**UNITS USED OR
TRANSFERRED:** Enter number of units used or transferred during the Emergency. (Can not be greater than the total received to date)

UNIT PRICE: Determined by using the price reported on most recent invoice of each food used, plus the delivery cost. Divide the case price including the delivery cost by the number of units per case to get the unit price.

UNIT SIZE: Enter the smallest pack size of the commodity.

TOTAL VALUE: Determined by multiplying the units used or transferred by the unit price.

GRAND TOTAL: Add Total Value Column.

**DATES SHELTER
OPERATED:** Enter the dates of operation of the shelter.

**ESTMIATED
NUMBER OF
PERSONS SERVED:** Enter the estimated number of people served during the operation of the shelter.

**ESTIMATED
NUMBER OF
MEALS SERVED:** Enter the estimated number of meals served during the operation of the shelter.