

Records for Recipient Agency Review

**RECORDS FOR RECIPIENT AGENCY REVIEW**

Document No.	Document Name	Yes	No	N/A	Location
	1. Application and Agreement				
	2. Population and Meal Count Data. This documentation should be the same as entered on you last annual agreement with the Bureau of Food Distribution.				
	3. 501 (c )3 Tax Exempt Status Document. If your agency is a private, non-profit organization.				
	4. Records reflecting compliance with Title VI of the Civil Rights Law.				
	5. Contracts. A. Food Service Management Company B. Commercial Warehouse				
	6. Commodity Processing. A. Processing Bids (piggyback) B. Refund documentation C. Record of all commodities processed				
	7. Records of Commodities Received. A. At State Contracted Warehouse B. At your Agency Warehouse C. At your Commercial Warehouse				
	8. A monthly, quarterly or yearly physical inventory of commodities stored at your warehouse or central storeroom.				
	9. A perpetual inventory of commodities delivered to your warehouse or central storeroom.				
	10. A perpetual inventory of commodities stored at the commercial warehouse.				
	11. Record of commodities used.				
	12. Records of commodities received from or transferred to other RAs.				
	13. Records of commodities lost (Loss Report).				
	14. Temperature records of all areas where USDA commodities are stored.				
	15. The most recent Health Inspection report.				
	16. The most recent pest control inspection report.				

Notes: