

**OHIO FOOD PURCHASE &
OHIO AGRICULTURAL CLEARANCE PROGRAM
SPOILAGE/DAMAGE/LOSS REPORT**

May 2007

This report must be completed and filed within 3 days if spoilage or loss has occurred. Damages should be reflected on the *OFPACP Monthly Inventory Report* in the *Gains/Losses* column as a negative(-) number. This report does not include product which was turned back upon arrival inspection.

Spoilage/Damage/Loss includes but is not limited to product; not distributed before spoiling, not distributed before going out-of-code, damage in handling (eggs dropped, forklifts running into skids, etc.), fire, flood, or any other acts of god.

Damage Date: _____

Product Program: Ohio Food Program

(Please Check)

Ohio Agricultural Clearance Program

Date Product was received: _____ PO# _____

Type of Product: _____

Vendor: _____

Items damaged: _____

Quantity/Cases/Pounds: _____

Type of Damage: _____

Comments: _____

Foodbank: _____

Contact: _____

Phone: _____

Ohio Association of Second Harvest Foodbanks
51 North High Street, Suite 761; Columbus, Ohio 43215
614.221.4336; fax 614.221.4338