Pantry Template

Keeping Records, Documenting Donations

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| Name & Address of Donor | Date of Donation | Donation Type | Amount of Donation |
| Example:  John Doe 123 Main St.  Columbus, OH 41111 |  | Food  Dry goods | 126 lbs. |
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Questions to Consider:

* Is there a certain area where large food donations should arrive?
* Do you weigh all food donations prior to stocking them?
* What is the salvage process?
* Do you have a donation receipt book?
* What information should be captured from the donor?