Receipt of Food Donations (from 'non-approved' food sources only) (Template)

Donation #	Date (mm/dd/yyyy)	Time	Donor Information			Food Item	Temp.*	Condition (packaging, labeling, etc.)	Quantity	Accepted** Y/N	Initial
			Name	Tel #	Place of preparation						
13-00001	08/20/2013	10:30am	Spencer Reid	123-4567	1 Pentagon Rd. Quantico, NB XxX xXx	Spaghetti sauce with meat (ground beef)	24C	Acceptable	5 liters	N	SS

Internal temperature of perishable food must be 4°C (40°F) or colder and/or 60°C (140°F) or hotter.
*****If a donation is not accepted, complete the 'Rejected Food Donations' sheet.***

Rejected Food Donations (Template)

Donation #	Donor Name	Food Item	Reason for rejecting the food donation	Initials
13-00001	Spencer Reid	Spaghetti sauce with meat (ground beef)	Temperature of sauce was 24C.	SS