

OSPI CNS Food Distribution Program (FDP) Form

Excess Inventory Food Donations Form

Excess USDA Foods, or foods processed with U.S. Department of Agriculture (USDA) Foods (such as W-code items), may be donated to a non-profit organization when sponsors have no feasible to fully utilize them. The USDA defines eligible non-profit organizations as entities that are exempt from taxes under [Section 501\(c\)\(3\) of the Internal Revenue Code of 1986](#). Non-profit organizations may include community food banks, homeless shelters, or other nonprofit charitable organizations

Donating wholesome food for human consumption diverts food waste from landfills and puts food on the table for families in need. Donations of nonperishable and unspoiled perishable food can help stock the shelves at food banks, soup kitchens, pantries, and shelters.

Please review the [Food Donations and Excess Inventory Reference Sheet](#) for more information about USDA Foods donations.

Instructions

1. **COMMODITY CODE:** Enter the commodity code, and short title.
2. **QUANTITY-CASES:** Enter the cumulative number of cases by commodity type
3. **COMMENTS:** If applicable, indicate the distribution plan created to ensure the inventory level is diminished in a timely manner.
4. **NO EXCESS INVENTORIES:** Check the appropriate box to indicate whether or not there exists an excess inventory of commodities for the report month.
5. **TITLE:** Enter the approving official's title and signature.
6. **DATE:** Enter the date the report is signed.



**OSPI CNS Food Distribution Program
Excess Inventory/ Food Donation Form**

Donation of food helps reduce food waste and food insecurity concerns in communities. The intent of this is to provide a form for sponsors to document donations of commodities.

LIST SPONSOR INVENTORY(IES) GREATER THAN 6 MONTHS

Sponsor Name:

Person Completing Form (First, Last name):

Month/Year

1) COMMODITY CODE	2) QUANTITY (CASES)	3) COMMENTS

4) EXCESS INVENTORIES TO REPORT
 YES NO

5) SIGNATURE/TITLE

6) DATE