

## 2020-2021 Operations Support Documentation Summary Sheet: Disposables

Agency Name: \_\_\_\_\_

Agency Number: \_\_\_\_\_

Grant Reference#: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

- Complete this sheet for documenting **disposable costs** and attach it to the required documentation.
- **Mid-Year Report** – This form must be returned with required documentation no later than **Dec 31, 2020**.
- **Year-End Report** – This form must be returned with required documentation no later than **June 1, 2021**.
- The eligible time period is **July 1, 2020 through June 30, 2021**.
- Unspent funds must be returned to FeedMore WNY by **June 1, 2021**.

**Required Forms of Documentation: Provide copies of vendor invoices or register receipts with allowable items checked and copies of payment printouts or bank-canceled checks if paid by check.**

INVOICE DATE	VENDOR	CHECK NUMBER	TOTAL CHARGE FOR OS ITEMS ONLY
<b>TOTAL:</b>			

- OS Items Include:**
- Disposable plates, cups
  - Plastic utensils
  - Plastic wrap
  - Aluminum foil
  - Foil baking/ roasting pans
  - Foil steam table pans
  - Disposable food containers
  - Paper bags, plastic bags

**Please arrange copies of documents in the order listed above with Summary Form on top and submit to Bonnie Beck, Agency Services Grants Administrator, at FeedMore WNY, 91 Holt Street, Buffalo, NY 14206.**