

**2020-2021 Operations Support
Documentation Summary Sheet: Food Service Equipment**

Agency Name: _____

Agency Number: _____

Grant Reference#: _____

Prepared By: _____

Date: _____

- Complete this sheet for documenting **food service equipment 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 as well as paid receipt or bank-canceled check if paid by check. Please complete the chart below.

VENDOR	ITEM	MODEL #	SERIAL #	QUANTITY	COST

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.