



# USDA FOOD LOSS REPORT FORM

This form is to be used for USDA food losses valued at \$2,500 or more. A copy of the completed form must be emailed to the Food Distribution office within five (5) days of loss. Include a complete list of all lost food items. An additional copy should be maintained in the central office for audit purposes.

System:

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Location of Loss:

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Site Manager:

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Date of Loss:

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Reason for Loss:

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Value of USDA Foods Loss:

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Method used to dispose of Foods Lost:

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Date of Disposal:

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Signature of School Nutrition Director:

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