

USDA COMMODITY LOSS REPORT (CLR)

Note: Commodity losses must be reported immediately to HRP when the loss is 10 cases or more. Once discussed with HRP email the completed form to CoordinatedHungerReliefProgram@azdes.gov

TEFAP CSFP

COMMODITY INFORMATION

Name of Commodity _____

Serial Numbers on Product _____

Type of Packaging _____ Number of Cases _____

Vendor's Purchase Order (PO) Number Vendor's Shipping Order (SO) Number Vendor's Contract Number

Shipper / Company Name _____

Date Received _____ Date Loss Occurred _____ Date Loss Discovered _____

AFFECTED PACKAGES / CASES:

Date: _____ ID Numbers: _____

LOCATION INFORMATION

RFB Distribution Site

Temperature of Storage Location _____ Frequency of Inventory Checks _____

Description of How Loss Occurred (*Give as many details as possible*):

Current Status of Commodities in Question (*Isolated, still in warehouse, etc.*):

Contact Person at DAAS/HRP:

Name: _____

Instructions: _____

Precautions that could have been taken to prevent this loss (*if any*):

Precautions that could be taken to prevent losses in the future (*if any*):

Name of Organization _____

Organization's Representative's Signature _____ Date _____

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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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