

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 _____

Value of the loss, or amount of funds improperly used or lost: _____

Party responsible for the loss, if any: _____

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 DCAD/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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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

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

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.