

POLICY

The Poverello Inc. Center maintains fruitful relationships with numerous community partners, including but not limited to non-profit organizations. We will transfer any excess donated food to community organizations to avoid spoilage and create adequate food storage for organization's daily needs.

PROCEDURE

- I. All externally donated food needs to be recorded by the Receiving Inventory Coordinator, Assistant Manager or Food Pantry Manager. A description wherever practicable of the items needs to be placed.
- II. The specific organization needs to be logged into the Smart Choice system. Monthly donation reports will be printed and kept on file for accounting auditing purposes for these donations.
- III. Any organization receiving donated items needs to be able to pick up donated items from Poverello's Food Pantry location, to eliminate any transportation costs associated with delivery.

Approvals:

Signature: _____ Date: _____

Shanel Pamphile, Eat Well Center Manager

Signature: _____ Date: 6/29/19

Thomas S. Pietrogallo, CEO

BOD Approved Date: N/A

Date Established: 06.25.19

Date Revised and/or Reviewed: 06.27.19