



## CSFP Monthly Food Package Summary

### THIS FORM MUST BE RETURNED

Agency Name & Number: \_\_\_\_\_

Your Name: \_\_\_\_\_

Number of food packages leftover from previous month: \_\_\_\_\_

Number of food packages received from Feed More in current month: \_\_\_\_\_

Total number of food packages issued this month (include waitlist): \_\_\_\_\_

**Number of food packages left over:** (To be used next month): \_\_\_\_\_

#### Important notes and reminders about CSFP:

- Any shortages on your delivery must be reported immediately to Feed More at 804-549-5678.
- The drivers are not responsible to unload the pallets. Please have staff or volunteers available.
- Do not forget to document your distribution signatures – either through Link2Feed or by paper copy (**scan & send to me each month**).

#### Report any damages here:

**This summary form is a requirement of the program and MUST be faxed to 804-521-2501 or sent as an email attachment to [lgambrel@feedmore.org](mailto:lgambrel@feedmore.org) within the distribution month.**

Distribution signature sheets and this form can also be mailed to:

Feed More  
ATTN: Laura Gambrel  
1415 Rhoadmiller Street

Richmond, VA 23220