

## Blue Ridge Area Food Bank - Agency Sub-Distribution Tracking Form

**Instructions:** The Blue Ridge Area Food Bank will allow an agency (primary agency) to periodically sub-distribute excess product, either perishables products received from BRAFB or through partner pick up, to another BRAFB agency (secondary agency). If the primary agency is sub-distributing to more than one secondary agency, a seperate form must be created and retained for each secondary agency. The primary agency must take care not to sub-distribute more product than the secondary agency can safely store and handle given the specific time/temperature requirements for any perishable food being sub-distributed. Product may only be sub-distributed once. The secondary agency may not redistribute to another agency. By signing this form, the primary and secondary agency agrees to these terms. The primary agency must retain this form on file for one year.

**Primary Agency:**

Total Pounds Sub-Distributed												
Date	Prepared By	Recipient Agency	Meats	Dairy	Produce	Bakery	Dry	Personal	Prepared	Beverage	Notes	Accepted By
3/24/17	Phil B	Kate's Sample Pantry									Excess from Walmart	Kate

Primary Agency Signature  
 x:  
 Secondary Agency Signature  
 x: