TEFAP/USDA
Food Pantry Quarterly Report

SECTION I

County		**Date**	
Pantry Name		**Ref #**	
Pantry Director			
Pantry Address			
City		**Zip**	

SECTION II

Quarter	Months	Due	Total Households Served per Quarter
1st	July, August, September	October 15	
2nd	October, November, December	January 15	
3rd	January, February, March	April 15	
4th	April, May, June	July 15	

SECTION III

A	B	C	D	E	F	G
USDA Food Item	**Amount on Hand**	**Amount Received**	**Sub-Total**	**Amount Distributed**	**Losses**	**Balance**

Instructions

Submit report

EMAIL to reports@mountaineerfoodbank.org or

MAIL to Mountaineer Food Bank, 484 Enterprise Drive, Gassaway, WV 26624

EMAILED OR MAILED REPORT MUST BE RECEIVED BY DUE DATE 5PM

FAX WILL NOT BE ACCEPTED

Pantries that do not submit their TEFAP quarterly report or are late submitting their report will not receive a TEFAP allocation for the next quarter. It is each pantry's responsibility to make sure that their quarterly report is received by Mountaineer Food Bank by the due date

12/31/2020