



Office of General Services Food Distribution

Commodity Damage Report

USDA FOODS DAMAGE/LOSS STATEMENT

Date of Incident: _____

Material Number	Material Description	Sales Order Number	Date Received	Cases Discarded /Lost

Explanation of Warehouse damages: _____

Storage conditions at time of incident (temperature, ventilation, etc.): _____

Reasons why the USDA foods are unfit for consumption: _____

How/where the USDA foods were discarded: _____

*Please note that product will be removed from your inventory at the time of disposal.

Print Name & Title of Responsible Official

Signature of Responsible Official