**Policy and Tracking Log for Operational Use of Non-Food Products**

**Obtained from Second Harvest Heartland**

**Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Executive Director/Monitor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Non-food items (hand soap, toilet paper, cleaning supplies, etc.) may be ordered from the Food Bank (Second Harvest Heartland) for use in operations or in support of the agency’s food distribution program as long as the items are used as part of your service to clients and follows Feeding America and IRS guidelines.

By law, use of non-food items must be “incidental to primary use in the care of the ill, needy or infants.” For example, use of toilet paper purchased from the Food Bank is acceptable in a public restroom at the food shelf, it is not acceptable in a staff only bathroom. Or use of cleaning products would be acceptable for cleaning the kitchen used to prepare food for clients, it would not be acceptable for staff/volunteers to take product home.

This policy affirms that the purchase and use of non-food items from the Food Bank will be used only as stated above, unless they are distributed directly to clients. Consideration will be given to the types of products which may be used in operations. Staff and volunteers are authorized to use such items, so long as they adhere to this policy. The policy and tracking log will be periodically monitored by the Executive Director or the designated Monitor.

Documentation of the use of non-food products in operations should be tracked by keeping a log of items as they are being used and keeping appropriate invoices on file. This file will be reviewed at site visits by Second Harvest Heartland.

Invoices listing non-food items should be copied and kept in a designated file with your logs. The Staff will maintain logs or records with the name of the item, the date on which the item was taken for use and staff/volunteer who took the item for use. This file will be reviewed at site visits by Second Harvest Heartland.

**Non-food item tracking log:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-food Item** | **SHH Item Number** | **Amount Taken for Use** | **Date Taken for Use** | **Staff Name** |
| *Sample: Dish soap* | *100000* | *1 bottle* | *1/1/2016* | *Jane Doe* |
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