

Martha's Table

2114 14th St. NW · Washington, DC, 20009 · 202-328-6608 · Fax 202-387-0011 · www.marthastable.org

In-Kind Food Donation Record

Fill out one form for each pick up or drop off of donated food.
(Select which type record it is and whether picked up or dropped off)

() **Pick Up Request**

() **Dropped Off**

Date _____ Donated by _____

Address _____ City _____

Zip _____ Contact _____ Phone _____

Email _____ Scheduled Pick Up Time _____

Items Donated:

	<u>Quantity</u>	<u>Value</u>
1. Sandwiches	_____ ea	_____
2. Canned Goods	_____ lbs	_____
3. Bread/Loaves	_____ ea	_____
4. Produce/Fruit/Meat		
Prepared Meals	_____ lbs	_____
5. Desserts	_____ lbs	_____
6. Misc. Non-food	_____	_____

Total Value.....\$ _____

Comments/Instructions

Received/picked up by: _____ Date: _____