

# Surplus Product Application

High Plains Food Bank is in the process of issuing Surplus Product Card (1). Each agency will be given one card. There will be a \$20.00 charge for replacing any lost cards and a 5 month waiting period for a replacement card to be issued. The purpose of the Surplus Product Cards is to ensure that individuals who pick up Surplus Product at HPFB are representing an Agency of the HPFB.

Please fill out the following information for your Agency so that a Surplus Product Card can be issued.

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

**Agency number #:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_ **City** \_\_\_\_\_

**Agency email Address:** \_\_\_\_\_ **Name for email:** \_\_\_\_\_

**Agency Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Emergency Contact Number:** \_\_\_\_\_ **Name of Contact:** \_\_\_\_\_

**Emergency Contact Number:** \_\_\_\_\_ **Name of Contact:** \_\_\_\_\_

Names of all Individuals who have permission to pick up Surplus Product. Please notify Vince Bermudez Warehouse Manager @ (806) 374-8562 of any change as soon as possible.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

\_\_\_\_\_  
**Signature of Pastor or Executive Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed name of Pastor or Executive Director**

**In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.**

**(1)The Surplus Product Card is property of the High Plains Food Bank, and must be forfeited upon request. It is the responsibility of the partnering organization to keep track of their card, (e.g. termination of the employee who holds the card)**