

## Surplus Product Guidelines

1. High Plains Food Bank food, product, and/or surplus items are not to be bartered or sold.
2. Surplus items are meant to be a supplement to your agency's food ordering process; if it has been determined that your agency has not placed an order within the past two months, your agency may not be eligible for surplus items until the next ordering process.
3. The High Plains Food Bank may place limits on surplus items to ensure that all agencies have an equal chance in receiving surplus food and/or product.
4. Surplus food and product items are subject to availability.
5. First priority is your clients and those in need. High Plains Food Bank food/product and surplus items are to be used specifically to serve the needs of individuals/families who need assistance. HPFB food/products and surplus items are not intended for general use by the public.
6. Product should be supervised at all times to ensure that the product goes to those in need. Clients receiving surplus product should complete a 1555 that lists his/her name, address, number of people in their home, and income. This will also help with counting those your agency serves for your monthly report.
7. **NO PRODUCT IS ALLOWED TO BE DISTRIBUTED TO FOR-PROFIT COMPANIES, SUCH AS: CAFES, RESTUARANTS, OR USED FOR FUNDRAISING OR THE GENERAL PUBLIC. PRODUCT IS MEANT TO BE DISTRIBUTED TO YOUR CLIENTS AND THOSE IN NEED REGARDLESS OF RACE, COLOR, AGE, RELIGION, GENDER, NATIONAL ORIGIN, OR DISABILITIES.**
8. Product that is received refrigerated should be kept refrigerated until distributed. Product that is dry or non-refrigerated should be kept at a temperature range of 32 to 45 degrees. Food becomes comprised quickly within 20 minutes. Therefore, please encourage your clients to take their food home quickly to ensure the freshness.
9. If too much product is received, please contact Danny Rojas at the Food Bank, (806-374-8562) for instructions on how to move forward. Javier will also be the contact number to make any modifications in the amount of surplus product your agency can receive for distribution.
10. Each agency will be assigned one (1) Agency Surplus Card; agencies will need to present this card when picking up surplus items from the food bank; however, if you are picking up your food order and would like to pick up surplus items, you *do not* have to present your surplus card. The surplus card is solely for trips to pick up surplus items only.
11. The High Plains Food Bank encourages all our agencies to utilize media to promote their program(s) and to advocate for their clients and their needs. Media releases specifically regarding the public distribution of food bank *surplus* items must be approved by the High Plains Food Bank. Failure could result in the suspension of the agency's ability to access surplus product.