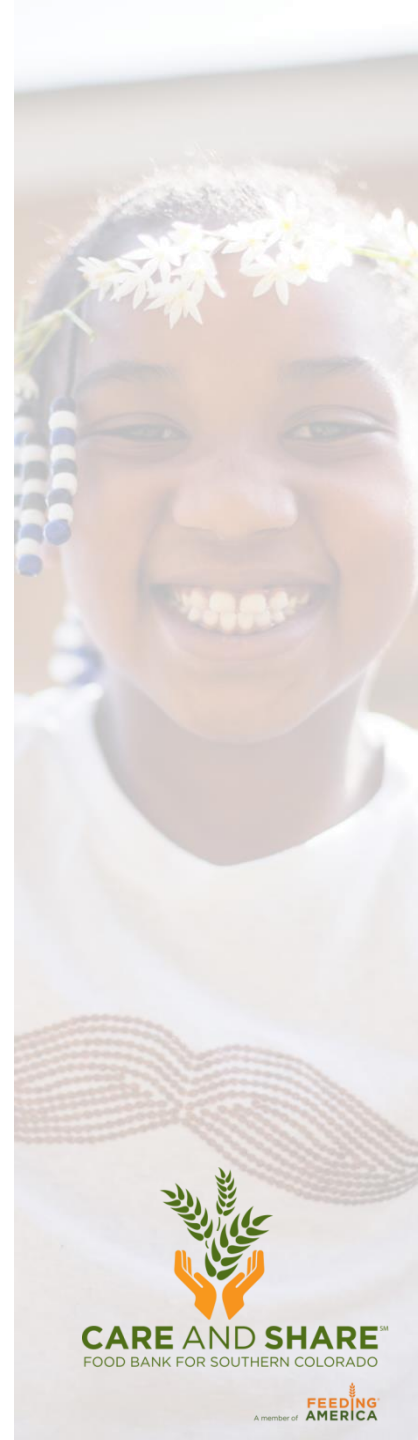


PURCHASE FOOD ALLOCATION TRAINING



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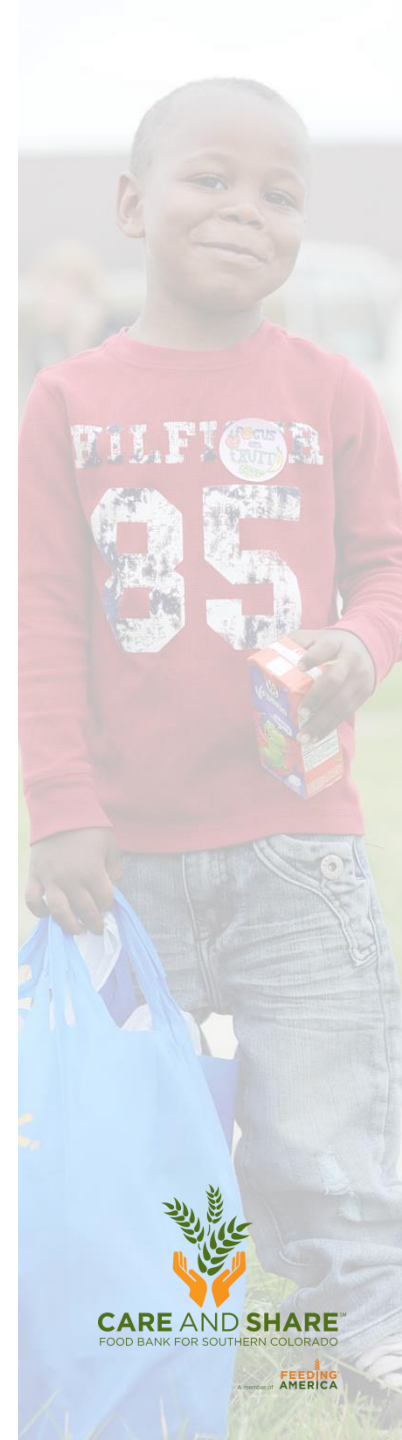
ALLOCATION

Starting in October 2022, all food that Care and Share has purchased, using our purchased food budget, will be allocated to all partner agencies. This does not affect produce, bread, TEFAP, or CSFP orders.

This will allow all agencies, regardless of size, to have access to these fairly and equitably. Allocations will be based on number of new neighbors served by your agency.

The items will not be available to order on Agency Express for order. We have experienced many months that entire inventories of products have been absorbed by a handful of partners, leaving some partners having to go without.

Care and Share will place orders for agencies based on the response they received. It is critically important for you to respond to the allocation when it is sent.



YOU RECEIVE THE ALLOCATION

- Each month, all primary agency contacts will receive an allocation around the 15th of the month.
- The allocation chart is an allotted amount of food that you can receive.
- You can decide if you want the full amount of the food, or if you want to adjust.



COMPLETING ALLOCATION CHARTS

Allocation Chart

Agency:	Agency #	Agency Name	Schedule Date(s):	09/30 (DL 09:30)
Item No.	Exp. Date	Description	Allocation	
53266P	7/31/2023	BREAKFAST - <u>WowWow</u> Classic Waffles - Sweet Vanilla 72 / 2.1 OZ PACKAGES	10	
53283P	8/4/2023	ENTREE - Mac and <u>Cheese</u> - Kraft 24 / 5.5 OZ BOXES	5	
80221P	2/12/2025	FRUIT - Fruit Cocktail in Light Syrup 12 / 15 OZ CANS	10	
53265P	8/23/2023	MEAT ALTERNATIVE- OZO Plant-Based Ground Protein 6 / 12 OZ PACKAGES	3	

Here is a definition of the columns from left to right

- **Description** – the type of item, the pack size, and the package type.
- **Allocation** –how many cases you have been allocated. Do not change the amounts in this column.
- **DL or PU and time** – This tells you if the order is a pickup (PU) or delivery (DL) and the time the order will be received. **In addition to the date and time, this column is where you indicate how many cases of each allocated item you would like.**
- If there is no order date, you will need to type in the pickup date and time. Please try to combine with another Agency Express order on the same date and time when possible.



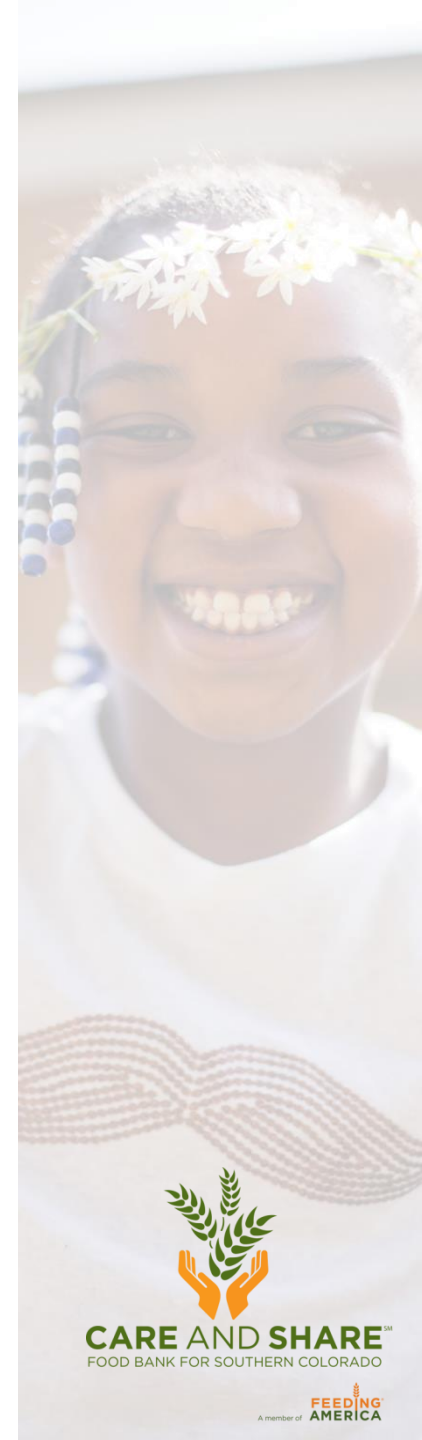
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YOU MUST SEND IT BACK

- Once you receive the allocation email, you respond back to Agencies@careandshare.org with the quantities you are requesting.
- The ordering window is still the same for these orders. **Orders that are not received timely will not be placed.**
- Quick and timely responses to the allocation email is appreciated by our staff.
- **If an allocation is not returned, no order will be placed.**

Note: Allocation amounts are based on participation at your agency that you have reported.



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