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Sub-Distribution Log

In most cases, only excess items picked up from the retail donation program should be sub-distributed. Please do not order more from MANNA than you can distribute at your location.

The Partner Agency agrees not to sub-distribute any items acquired from the Food Bank to any other organization, unless the following conditions are met:

10. Sub-distribution is allowed only to other MANNA FoodBank Partner Agencies in good standing. Records of these transactions must be kept on file and made available upon request.
11. Items may only be sub-distributed once. (Ensure agency is able to receive items before showing up with them).
12. All sub-distributed product must be handled in accordance with this Partner Agreement.
13. All sub-distributed product must be tracked to ensure it is able to be recalled in accordance with MANNA's recall program.
14. All TCS foods must be must have temperatures taken and documented at the time of pickup and delivery.
15. No fees may be charged in relation to sub-distributed products, including handling, delivery, transfer, or referral.
16. Food safety procedures must be adhered to at all times to ensure product integrity, including during transfer.
17. Any unsafe food handling or transportation practices must be reported to MANNA.
18. Product that is to be sub-distributed must be in excess of what the Partner will distribute and needs to be sub-distributed to maintain quality and/or be distributed while still safe for human consumption.

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