

FDP FORM 20
Rev. 6/2026

USDA FOODS SHORTAGES FROM THE WAREHOUSE

The _____ School System/Agency did not receive the complete allocation of the USDA Foods listed below from the warehouse.

Name of Warehouse _____

Name of USDA Foods _____

Material Number _____

Sales Order & Item Number _____

Invoice Number _____

Delivery Date _____

Total units allocated as indicated on the FDP Form 12 _____

Total number of units received _____

Total number of units short _____

Price per unit based on Form 12 _____

Total value of loss _____

Date

Signature of CNP Director

This form should be filed with the State Office only after the local recipient agency has contacted their regional warehouse and the final quantity has been received.

Mail to: Tammy Lofton, Administrator
Food Distribution Program
State Department of Education
5303 Gordon Persons Building
P.O. Box 302101
Montgomery, AL 36130-2101

Mail copy to: Contact person at
the USDA Foods Warehouse
serving your agency