COUNTER APP — TALLY & CLICKER · PRINTABLE SHEET

Food Bank Donation Intake Tally

Items received, rejected and shelved by category

HOW TO USE

1. Sort donations by category before counting.
2. Tally every item received. Count rejected items (expired, damaged, opened) separately.
3. Shelved = received − rejected. Write the main reason for rejects in Note.

Site / drive _____ Date _____

Sorted by _____ Donor / source (optional) __

Category	Received (tally)	Expired	Damaged / opened	Shelved	Note
Canned vegetables & fruit					
Canned fish & meat					
Beans & lentils					
Pasta & rice					
Breakfast cereal & oats					
Soups & sauces					
Baby food & formula					
Snacks					
Drinks					
Toiletries & hygiene					
Household & cleaning					
Fresh produce					
Pet food					
Other					
Total					

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