



Product Agreement for all Partner Agencies

AGENCY NO.: _____

AGENCY NAME: _____

Product Agreement for Partner Agencies taking or requesting the following types of product from the Food Bank of the Rio Grande Valley, Inc.:

- Paper products
- Miscellaneous bins
- Personal product
- Baby items
- Household items

*Note: All product items listed above will have a shared maintenance fee of \$0.19 per pound.

By signing this form, you agree to the following terms and conditions:

1. Partner Agency will **NOT** exchange donated food or other products for money, property or services.
2. Partner Agency will **NOT** remove donated food or other products from an on-site program for private use.
3. Partner Agency will **NOT** use donated food or other products in a manner that is not related to the exempt purposes of the Partner Agency.
4. Partner Agency must **NOT** sell, barter or trade food. Must not make any request or suggestion for contributions, donations, attendance at church or functions, for political gain or for work in exchange for food or other products.
5. Partner Agency must **NOT** use food or other products for political or fundraising events.
6. Partner Agency must **NOT** require clients to pay a fee of any kind in order to receive assistance.
7. Partner Agency will need to request any non-food items one week in advance with the Agency Inventory Specialist, Lupita Cruz.
8. Partner Agency will be notified, after placing the request for the non-food items, when the product is available and will schedule a pick up time with the Agency Inventory Specialist.
9. Partner Agencies will only be considered for the non-food items requested if they meet the following requirements:
 - Partner Agency must be participating in \$100 shared maintenance per order, once a month.
 - Partner Agency must not be receiving more than 50% of bonus product each month.
 - Partner Agency must have all paperwork and/or trainings up to date.
 - Partner Agency must be in compliance at time of request of non-food items.
10. Partner Agencies will only be allowed to pick up and/or request non-food items twice a month.

Notice: A Partner Agency may be suspended, without first being placed on probation, if found in violation of 1, 2, or 3. All other violations must be preceded by a probationary period for the violation in question, or not less than three other probationary periods for not less than three offenses. Upon suspension, an agency loses all the rights and privileges as a Partner Agency as well as its status as such.

Acknowledge and Agreement Signature

Pastor/President Signature

Date

Director Signature

Date



Food Bank of the Rio Grande Valley, Inc.
P.O. Box 6251, McAllen, TX 78502 • 724 N. Cage Blvd, Pharr, TX 78577

Phone: (956) 682-8101 • Fax: (956) 682-7921



www.foodbankrgv.com

The Food Bank of the Rio Grande Valley, Inc. does not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation) or expression, citizenship, religion, gender, political beliefs, ancestry, age, marital status, disability, unfavorable discharge from military or status as a protected veteran, reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. This institution is an equal opportunity provider.