



FOOD BANK
OF NORTHEAST GEORGIA

Food Bank **Walkthrough:**

Invoices and Statements



Foodbank of Northeast Georgia
 P.O. Box 48857
 Athens, GA 30604-8857
 T:(706)354-8191

*** INVOICE**

Printed On: 4/9/2024
 Invoice Date: 4/9/2024
 Invoice: 410979
 Agency: X-####

Bill To:

Example Food Pantry
 John Doe
 818 Anywhere Street
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Ship To:

Example Food Pantry
 John Doe
 533 Sommerset Drive
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Entered By	Pickup/Ship Date	Shipping Method	Payment Terms	Entered Via	Agency Group
John Doe	4/9/2024	CALL FOR DELIVERY	N/A	PWW	FP/USDA

Products

Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
PURCH										
N-11-11071 CHICKEN STUFFING, PREMIER PANTRY	Dry	12	CASE	6.00	72.00	\$0.000	\$0.00	\$0.180	\$12.96	\$12.96
Packaging: 12 X 6 OZ		12			72.00		\$0.00		\$12.96	\$12.96
SHD										
F-10-10001 OUTSHINE STRAWBERRY BANANA SMOOTHIE CUBES	Frozen	24	CASE	3.00	72.00	\$0.000	\$0.00	\$0.030	\$2.16	\$2.16
Packaging: 6 X 8 OZ										

This is an Invoice. After every transaction with us, you will receive an invoice. This includes when you're receiving a Mobile Pantry, picking up or receiving an online order, or visiting the Sharing Floor



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Example Food Pantry
 John Doe
 818 Anywhere Street
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Ship To:

Example Food Pantry
 John Doe
 533 Sommerset Drive
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Always double check the packaging before placing your order! This shows there are 12 boxes consisting of 6 ounces of Chicken Stuffing.

Entered By	Pickup/S	Agency Group
John Doe	4/9/2024	FP/USDA

Products

Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
PURCH										
N-11-11071 CHICKEN STUFFING, PREMIER PANTRY	Dry	12	CASE	6.00	72.00	\$0.000	\$0.000	\$0.180	\$12.96	\$12.96
Packaging: 12 X 6 OZ		12			72.00		\$0.00		\$12.96	\$12.96
SHD										
F-10-10001 OUTSHINE STRAWBERRY BANANA SMOOTHIE CUBES	Frozen	24	CASE	3.00	72.00	\$0.000	\$0.000	\$0.030	\$2.16	\$2.16

With 12 cases ordered, this means you would expect to receive 144 6oz boxes of stuffing.



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Product Storage	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
N-16-10181 Dry STOVE TOP STUFFING - TURKEY/CHICKEN/CORNB READ Packaging: 12 X 6 OZ ASSORTED - WILL RECEIVE EITHER TURKEY, CHICKEN, OR CORNBREAD STUFFING	Dry	24	CASE	5.00	120.00	\$0.000	\$0.00	\$0.180	\$21.60	\$21.60
		48			192.00		\$0.00		\$23.76	\$23.76

SHL										
N-03-11828 PURE LEAF LEMON TEA Packaging: 12 X 18.5 FL OZ								\$0.000	\$0.00	\$0.00
N-03-11753 PURE LEAF SWEET TEA Packaging: 18 X 16.9 FL OZ								\$0.000	\$0.00	\$0.00
		27			486.00		\$0.00		\$0.00	\$0.00

GNAP and USDA foods must be separated when stored at your food pantry. To know which foods you received are USDA or GNAP, you can always refer to your Invoices.



USDA										
N-50-10312 USDA CHILI W/ BEANS CCC Packaging: 12 X 1 LB POUCHES	Dry	12	CASE	12.00	144.00	\$0.000	\$0.00	\$0.180	\$25.92	\$25.92
N-50-10303 USDA GREEN SPLIT PEAS Packaging: 12 X 2 LB	Dry	15	CASE	24.00	360.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
N-50-10104 USDA LENTIL BEANS Packaging: 12 X 2 LB	Dry	15	CASE	25.00	375.00	\$0.000	\$0.00	\$0.000	\$0.00	\$0.00
N-50-10041 USDA RICE CCC Packaging: 24 X 2 LB	Dry	7	CASE	49.00	343.00	\$0.000	\$0.00	\$0.180	\$61.74	\$61.74



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Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
N-50-10240 USDA SPAGHETTI Packaging: 20 X 16 OZ	Dry	8	CASE	22.00	176.00	\$0.000	\$0.00	\$0.180	\$31.68	\$31.68
							0.00		\$119.34	\$119.34
Totals										
							0.00		\$156.06	\$156.06

Deliveries will include delivery fees. If you are unsure if you can afford a delivery, call our warehouse manager.

Miscellaneous Charges

Name	Amount
Shipping Fee	\$58.74
	\$58.74

Notes

Order Summary

Product Charges	Misc. Charges	Total Charges	Applied Grants	Applied Payments	Total Due
\$156.06	\$58.74	\$214.80	\$0.00	\$0.00	\$214.80

Agency Representative: _____ Date: _____
 Co-Signature: _____

I hereby accept responsibility for maintaining proper temperature during transport and storage of all refrigerated and frozen products received. Staff and volunteers are not responsible for damage to vehicles or products after purchases.



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N-50-10240 USDA SPAGHETTI Packaging: 20 X 16 OZ	Dry	8	CASE	22.00	176.00	\$0.000	\$0.00	\$0.180	\$31.68	\$31.68
		57			1398.00		\$0.00		\$119.34	\$119.34
Totals										
		144			2148.00		\$0.00		\$156.06	\$156.06

Miscellaneous Charges

Name	Amount
Shipping Fee	\$58.74
	\$58.74

Notes

Mobile pantry distributions will show \$0.00 totals for each item, but will instead show your charge here.

Order Summary

Product Charges	Misc. Charges	Total Charges	Applied Grants	Applied Payments	Total Due
\$156.06	\$58.74	\$214.80	\$0.00	\$0.00	\$214.80

Agency Representative: _____ Date: _____
 Co-Signature: _____

I hereby accept responsibility for maintaining proper temperature during transport and storage of all refrigerated and frozen products received. Staff and volunteers are not responsible for damage to vehicles or products after purchases.



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Product	Storage	Qty	UOM	Unit Wgt	Wgt Ext	Price	Price Ext	Service Fee	Service Fee Ext	Total
N-50-10240 USDA SPAGHETTI Packaging: 20 X 16 OZ	Dry	8	CASE	22.00	176.00	\$0.000	\$0.00	\$0.180	\$31.68	\$31.68
		57			1398.00		\$0.00		\$119.34	\$119.34
Totals										
		144			2148.00		\$0.00		\$156.06	\$156.06

Miscellaneous Charges

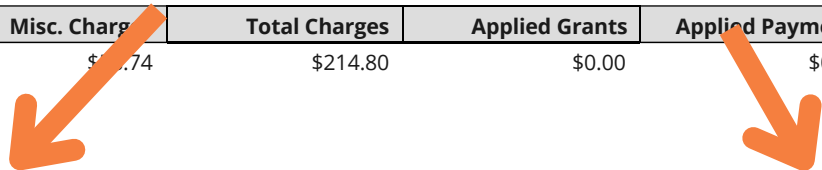
Name	Amount
Shipping Fee	\$58.74
	\$58.74

Notes

When receiving food through our Sharing Floor, online order pickup, or a mobile pantry distribution, a representative from your organization will be required to sign and date an invoice before they are given a copy.

Order Summary

Product Charges	Misc. Charge	Total Charges	Applied Grants	Applied Payments	Total Due
\$156.06	\$58.74	\$214.80	\$0.00	\$0.00	\$214.80



Agency Representative: _____ Date: _____
 Co-Signature: _____

I hereby accept responsibility for maintaining proper temperature during transport and storage of all refrigerated and frozen products received. Staff and volunteers are not responsible for damage to vehicles or products after purchases.



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T:(706)354-8191

* AGENCY STATEMENT

Period Ending: 1/31/2024
Generated On: 2/1/2024
Agency: X-###

Bill To:
Nonprofit Center John Doe 818 Anywhere Road Athens, GA 30607 US Phone: (706) 888-8888 Fax: N/A Email: Jdoe@email.com

Remit To:
,-1 US Phone: (706) 354-8191 Ext. Fax: (706) 354-8666 Email: N/A

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475024	\$90.72					\$0.00	\$90.72
12/4/2023	474855	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

This is a Statement. On the first day of each month, those who are marked to receive billing statements will be shown all financial transactions over the last period.

C	Total Due
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\$161.55

Grant Ref	Balance
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T:(706)354-8191

AGENCY STATEMENT

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If your billing information needs to be updated, make sure to let Accounting or your Food Access Coordinator know!

Bill To:	
Nonprofit Center John Doe 818 Anywhere Road Athens, GA 30607 US Phone: (706) 888-8888 Fax: N/A Email: Jdoe@email.com	,-1 US Phone: (706) 354-8191 Ext. Fax: (706) 354-8666 Email: N/A

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475024	\$90.72					\$0.00	\$90.72
12/4/2023	474855	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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No data available



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AGENCY STATEMENT

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Generated On: 2/1/2024
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Your Invoice Date is the day a transaction was issued. It's important to make sure you pay off each invoice within 60 days to avoid being suspended!

Bill To:	
Nonprofit Center John Doe 818 Anywhere Road Athens, GA 30607 US Phone: (706) 888-8888 Fax: N/A Email: Jdoe@email.com	Fax: (706) 354-8666 Email: N/A

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475824	\$90.72					\$0.00	\$90.72
12/4/2023	475825	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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No data available



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Payment Date lists when you've made a payment for specific invoice(s). This shows a payment was made for both invoice #475864 and #476111 on 1/8/2024

Bill To:

Nonprofit Center
 John Doe
 818 Anywhere Road
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Phone: (706) 354-8191 Ext.
 Fax: (706) 354-8666
 Email: N/A

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475024	\$90.72					\$0.00	\$90.72
12/4/2023	474855	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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No data available



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Payment amount shows how much was paid towards the invoice listed. This shows that each invoice had been paid in full. If there is a different amount here than what is listed under the Order Amount, it means you've paid either too much or too little.

Bill To:

Nonprofit Center
 John Doe
 818 Anywhere Road
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Phone: (706) 354-8191 Ext.
 Fax: (706) 354-8166
 Email: N/A

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475024	\$90.72					\$0.00	\$90.72
12/4/2023	474855	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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No data available



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AGENCY STATEMENT

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 Agency: X-###

T:(706)

If Invoices are paid before the statement is generated, the balance for the invoices will be \$0.00. This is where you can tell what needs to be paid; notice that the "Nonprofit Center" forgot to make payments for invoices made in December and need to pay them off with this statement to avoid being suspended.

Bill To:

Nonprofit Center
 John Doe
 818 Anywhere Road
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475024	\$90.72					\$0.00	\$90.72
12/4/2023	474855	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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Sometimes Members may be given a credit for various reasons, such as a pro-rate for their Member Application or due to an overpayment of a statement or invoice. Albeit uncommon, credit may appear on your balance as a negative number (-\$##.##) and will be applied onto your next invoice.

Bill To:	91 Ext.
Nonprofit Center John Doe 818 Anywhere Road Athens, GA 30607 US Phone: (706) 888-8888 Fax: N/A Email: Jdoe@email.com	

Invoice Date	Order Ref	Order Amount	Payment Date	Payment Ref	Payment Discount	Payment Amount	Grants Applied	Balance
12/4/2023	475024	\$90.72					\$0.00	\$90.72
12/4/2023	474855	\$15.66					\$0.00	\$15.66
12/20/2023	475864	\$52.56	1/8/2024	703		\$52.56	\$0.00	\$0.00
1/3/2024	476111	\$42.93	1/8/2024	702		\$42.93	\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00	\$0.00
1/5/2024	475987	\$0.00					\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00	\$0.00
1/26/2024	477300	\$55.17					\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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No data available



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 John Doe
 818 Anywhere Road
 Athens, GA 30607
 US

Phone: (706) 888-8888
 Fax: N/A
 Email: Jdoe@email.com

Remit To:

,-1
 US

Phone: (706) 354-8191 Ext.
 Fax: (706) 354-8666
 Email: N/A

Total Due is how much you owe during this billing period. If this Member has a credit of \$500, this means they have \$338.45 in shopping credits until they make another payment.

Invoice Date	Order Ref					Grants Applied	Balance
12/4/2023	475024					\$0.00	\$90.72
12/4/2023	474855					\$0.00	\$15.66
12/20/2023	475864					\$0.00	\$0.00
1/3/2024	476111					\$0.00	\$0.00
1/5/2024	475986	\$34.20	1/26/2024	709		\$34.20	\$0.00
1/5/2024	475987	\$0.00				\$0.00	\$0.00
1/5/2024	475991	\$34.38	1/26/2024	709		\$34.38	\$0.00
1/12/2024	476621	\$50.73	1/26/2024	709		\$50.73	\$0.00
1/26/2024	477300	\$55.17				\$0.00	\$55.17

Total Balance: \$161.55

Current	Over 30	Over 60	Over 90	Over 120	Total Due
\$55.17	\$106.38	\$0.00	\$0.00	\$0.00	\$161.55

Grant Ref	Grant Name	Expiration Date	Balance
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No data available