



Community Food Bank of Southern Arizona

3003 South Country Club Road
P.O. Box 26727 · Tucson, Arizona · 85726-6727

\$ 1,990.00

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5315

May 17, 2012

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Supervisor Sharon Bronson
130 West Congress Street
Tucson, Arizona 85701

Supervisor Bronson,

The Community Food Bank respectfully requests assistance purchasing much needed equipment for the Amado Community Food Bank.

Currently, the Amado Community Food Bank does not have a pallet jack with a scale. All food moved through the Community Food Bank is weighed upon receipt and distribution. The lack of necessary equipment requires a lot of additional time and energy on the part of staff. For example, since our current equipment does not have a scale all pallets of food must be weighed separately which involves loading the pallets onto the jack, moving them to the scale, weighing them, lifting them again, and moving them to their next destination. A pallet jack with a scale would allow us to weigh the pallets by simply loading and lifting the pallet jack.

Thank you for your consideration. Enclosed is an invoice for the requested equipment totaling \$1,990.

Sincerely,

Dan Walters
Chief Financial Officer

Serving Southern Arizona since 1976
Member: Association of Arizona Food Banks · Feeding America

Phone (520) 622-0525 · Fax (520) 624-6349
www.communityfoodbank.org

Kiki Navarro

From: Jessie Baxter [JBaxter@communityfoodbank.org]
Sent: Thursday, May 17, 2012 9:21 AM
To: Kiki Navarro
Cc: Dan Walters
Subject: Amado Community Food Bank request letter and invoice
Attachments: Amado CFB pallet jack with scale request letter and invoice.pdf

Ms. Navarro,

Attached is an invoice and request letter signed by Dan Walters, CFO requesting assistance purchasing a pallet jack with scale for the Amado Community Food Bank.

Please contact me directly with any questions or if you require additional information. Thank you again for your time and consideration.

Sincerely,

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Jessie Baxter
Public Policy Strategist
Community Food Bank
3003 S Country Club Road
Tucson, Arizona 85713
520-882-3317
jbaxter@communityfoodbank.org

