

Instructions For: KC-140

WAREHOUSE OPERATORS REPORT OF SPACE AVAILABILITY

Used by warehouse operators to report storage space available.

Submit the original of the completed form in hard copy to Kansas City Commodity Office, Mail Stop 8748, PO Box 419205, Kansas City, MO 64141-6205 or facsimile to KCCO at 816-926-6595. The KC-140 should be submitted to KCCO no later than the 5th day of each month. For questions or assistance, contact the Kansas City Commodity Office, Commodity Management Division, Storage Contract Branch at 816-926-1542.

Features for transmitting the form electronically are available to those customers with access credentials only. If you would like to establish online access credentials with USDA, follow the instructions provided at the USDA eForms web site.

Blocks 1-7 must be completed as follows:

Fld Name / Item No.	Instruction
1 Date	Enter the date.
2a-d Commodity	For each commodity (dry, cooler, freezer), enter the available space in number of car lots, number of trucks, and quantity in pounds.
3a-f Remarks	Enter each warehouse code, contact person, phone number, fax number, load/unload capacity, and any special instruction.
4a Name of Warehouse (Company)	Enter the warehouse name or company name.
4b Location of warehouse	Enter the physical address of the storing warehouse.
5a Signature	Have an authorized official sign the block.
5b Title	Enter the title of the authorized official.