**FOOD BANK OF THE ALBEMARLE MONTHLY TEFAP INVENTORY REPORT**
**July - August - September**
**Distribution for the month of _____**

**Name of Food Pantry** _____

| | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|---|
| **Quantity of Distribution per Household** | **NAME OF COMMODITY** | **UNIT** | **UNITS CARRIED OVER FROM INVENTORY LAST MONTH** | *Cases Received, Optional column- helpful for electronic copy* | **UNITS RECEIVED** | **LOSSES & TRANSFERS** | **TOTAL AVAILABLE** | **QUANITY DISTRIBUTED** | **ENDING INVENTORY** |
| 1 | Shred Cheese | 6/ 5 lb | | | 0 | | 0 | 0 | 0 |
| 1 | Sweet Cherries | 12/2.5 | | | 0 | | 0 | 0 | 0 |
| 1 | Raisins | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Peaches | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Cranberry Juice Conc | 12/11.5 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Dried Cherries | 8/2 lb | | | 0 | | 0 | 0 | 0 |
| 1 | Green Beans | 24/15 oz cans | | | 0 | | 0 | 0 | 0 |
| 1 | Ham | 12/3 lb | | | 0 | | 0 | 0 | 0 |
| 1 | Pears | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Peanut Butter | 12/18 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Corn | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| | | | | | 0 | | 0 | 0 | 0 |
| | | | | | 0 | | 0 | 0 | 0 |
| | | | | | 0 | | 0 | 0 | 0 |
| | | | | | 0 | | 0 | 0 | 0 |
| | | | | | | | | | |
| | | | | | | | | | |
| ***If any Leftovers from last Quarter:*** | | | | | | | | | |
| 1 | Frozen OJ concentrate | 96/4 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Blueberry - hbush | 12/2.5 lb | | | 0 | | 0 | 0 | 0 |
| 1 | Grape Juice | 8/ 64 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Orange Juice | 8/64 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Can Pork | 24/24 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Mixed Fruit | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Chicken | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Peaches | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Cream Corn | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| 1 | Mixed Vegetables | 24/15 oz | | | 0 | | 0 | 0 | 0 |
| | | | | | 0 | | 0 | 0 | 0 |
| | | | | | 0 | | 0 | 0 | 0 |

**Column 1 - Commodity Name**
**Column 2 - Unit Size**
**Column 3 - Individual items on hand, carried over from previous month**
**Column 4 - Amount received with monthly order (count how many units, the individual items, not the cases)**

**Column 5 - Amount discarded because of damage, or returned to Food Bank**
**Column 6 - Must be Physical Count of actual units, not cases = (column 3 + column 4 - column 5)**
**Column 7 - Physical Count of units distributed that month (**this number typically does not exceed total number of households served)
**Column 8 - Inventory at End of Month= (column 6 minus column 7)**

***Total number of Households that receive TEFAP_____***

***Total number of Individuals that receive TEFAP _____***

***This report is due by the 10th of the month.***