



FOOD BANK OF THE ALBEMARLE MONTHLY TEFAP INVENTORY REPORT

November

Distribution for the month of _____

	1	2		3		4	5	6	7	8
	Name of Food Pantry _____									
Quantity of Distribution per Household	NAME OF COMMODITY	UNIT	how many in each case	UNITS CARRIED OVER FROM INVENTORY LAST MONTH	<i>Cases Received, Optional column- helpful for electronic copy</i>	UNITS RECEIVED	LOSSES & TRANSFERS	TOTAL AVAILABLE	QUANTITY DISTRIBUTED	ENDING INVENTORY
1	Spaghetti Sauce	24/15 oz	24			0		0	0	0
1	Spaghetti	20/1 lb	20			0		0	0	0
1 sleeve of 6	Applesauce Cups	96/4.5 oz	96			0		0	0	0
1	Apple Juice	8/64 oz	8			0		0	0	0
1	Peanut Butter	12/18 oz	12			0		0	0	0
1	Raisins	24/15 oz	24			0		0	0	0
1	Beef Stew	24/24 oz	24			0		0	0	0
1	American Cheese Loaves	12/2 lb	12			0		0	0	0
1	Ground Beef	40/1 lb	40			0		0	0	0
1	Cranberry Sauce	24/14 oz	24			0		0	0	0
1	Shred Cheese	6/5 lb	6			0		0	0	0
2	Conc. Cranberry Juice	12/11.5	12			0		0	0	0
1	Fresh Apples	12/ 3 lbs	12			0		0	0	0
1	Can Chicken	24/15 oz	24			0		0	0	0
1	Sweet Cherries	12/2.5	12			0		0	0	0
1	Peaches	24/15 oz	24			0		0	0	0
1	Dried Cherries	8/2 lb	8			0		0	0	0
1	Green Beans	24/15 oz cans	24			0		0	0	0
1	Ham	12/3 lb	12			0		0	0	0
1	Pears	24/15 oz	24			0		0	0	0
1	Corn	24/15 oz	24			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.