



FOOD BANK OF THE ALBEMARLE MONTHLY TEFAP INVENTORY REPORT

January - February - March 2017
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	<i>Cases Received. Optional column- helpful for electronic copy</i>	UNITS RECEIVED	LOSSES & TRANSFERS	TOTAL AVAILABLE	QUANTITY DISTRIBUTED	ENDING INVENTORY
1	Dried Cherries	8/2 lb			0		0	0	0
1	1% Milk	12/32 oz			0		0	0	0
1	Pitted Cherries	24/300			0		0	0	0
2	Cranberry Juice (concentrate)	12/11.5 oz			0		0	0	0
4	Frozen Orange Juice	96/4 oz			0		0	0	0
1	Wild Blueberries	8/3lb			0		0	0	0
1	Chicken Drumsticks	8/5 lbs			0		0	0	0
1	Highbush Blueberries	12/2.5 lb			0		0	0	0
1	Liquid Frozen Eggs	6/ 5 lb			0		0	0	0
1	Dehydrated Potatoes	12/1 lb			0		0	0	0
1	Can Salmon	24/14.75 oz			0		0	0	0
1	Orange Juice	8/64 oz			0		0	0	0
1	Raisins	24/15 oz			0		0	0	0
1	Grape Juice	8/64 oz			0		0	0	0
1	Grapefruit Juice	8/64 oz			0		0	0	0
1	Chicken Leg Quarters	4/10 lbs			0		0	0	0
1	Shredded Yellow Cheese	6/5 lbs			0		0	0	0
1	Cranberry Sauce	24/15 oz			0		0	0	0
1	Walnut Pieces	24/1 lb			0		0	0	0
1	Pork Pouches	24/24 oz			0		0	0	0
1	Green Peas	24/15 oz			0		0	0	0
1	Diced Tomatoes	24/15 oz			0		0	0	0
1	Sliced Potatoes	24/15 oz			0		0	0	0
1	Unsalted Crackers	12/16 oz			0		0	0	0
1	Apricots	24/15 oz			0		0	0	0
1	Peanut Butter	12/18 oz			0		0	0	0
5	Peanut Butter (smooth packs)	100/1.1 oz			0		0	0	0
1	Mixed Fruit	24/15 oz			0		0	0	0
1	Crisp Rice Cereal	16/12 oz			0		0	0	0
1	Elbow Pasta	20/1 lb			0		0	0	0
1	Beef Stew	24/24 oz			0		0	0	0
1	Spagetti	20/1 lb			0		0	0	0
1 carton	Eggs	tbd			0		0	0	0

Column 1 - Commodity Name

Column 2 - Unit Size

Column 3 - Inventory on hand, carried over from previous month

Column 4 - Amount received with monthly order (by unit, not case)

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 should not exceed total number of households served, except for Cranberry Juice)

Column 8 - Inventory at End of Month= (column 6 minus column 7)

<p><i>Total number of Households that receive TEFAP</i> _____</p> <p><i>Total number of Individuals that receive TEFAP</i> _____</p>
--

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