



**FOOD BANK OF THE ALBEMARLE MONTHLY TEFAP INVENTORY REPORT**  
**1st Quarter 2018 January - February - March**  
**Distribution for the month of \_\_\_\_\_**

Name of Food Pantry \_\_\_\_\_

	1	2	3		4	5	6	7	8
	<b>Quantity of Distribution per Household</b>	<b>NAME OF COMMODITY</b>	<b>UNIT</b>	<b>UNITS CARRIED OVER FROM INVENTORY LAST MONTH</b>	<i>Cases Received, Optional column- helpful for electronic copy</i>	<b>LOSSES &amp; TRANSFERS</b>	<b>TOTAL AVAILABLE</b>	<b>QUANTITY DISTRIBUTED</b>	<b>ENDING INVENTORY</b>
	1	Cranberry Juice(conc.)	12/11.5						
	1	Grape Juice	8/64 oz						
	1	Canned Pork	24/24 oz						
	1	Vegetable Soup	24/10.5						
	1	Great Northern Beans	12/2 lb						
	1	Beef Stew	24/24 oz						
	1	Mixed Fruit	24/15 oz						
	1	Grape Juice	8/64 oz						
	1	Sliced Potatoes	24/15 oz						
	1	Peanut Butter	12/18oz						
	1	Farina	10/18 oz						
	1	Sweet Peas	24/15 oz						
	1	Elbow Macaroni	20/1lb						
<b>Any leftover from previous quarter - Please distribute out at normal rate per household to use up.</b>									
	1	Spaghetti Sauce	24/15 oz			0	0	0	0
	1	Spaghetti	20/1 lb			0	0	0	0
	1 sleeve of 6	Applesauce Cups	96/4.5 oz			0	0	0	0
	1	Apple Juice	8/64 oz			0	0	0	0
	1	Raisins	24/15 oz			0	0	0	0
	1	American Cheese Loaves	12/2 lb			0	0	0	0
	1	Ground Beef	40/1 lb			0	0	0	0
	1	Cranberry Sauce	24/14 oz			0	0	0	0
	1	Shred Cheese	6/5 lb			0	0	0	0
	1	Can Chicken	24/15 oz			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.