



FOOD BANK OF THE ALBEMARLE MONTHLY TEFAP INVENTORY REPORT
2nd Quarter 2018 April - May - June
Distribution for the month of _____

Name of Food Pantry				3	4	5	6	7	8	
1	2									
Quantity of Distribution per Household	NAME OF COMMODITY	UNIT	man y in each case	UNITS CARRIED OVER FROM INVENTORY LAST MONTH	<i>Received, Optional column- helpful for electronic</i>	UNITS RECEIVED	LOSSES & TRANSFERS	TOTAL AVAILABLE	QUANTITY DISTRIBUTED	ENDING INVENTORY
1	Beans, Dark Red Kidney	12/2 lb.	12			0		0	0	0
1	Green Beans	24/15 oz.	24			0		0	0	0
1	Beans, Pinto Dry	12/2 lb.	12			0		0	0	0
1	Blueberries, Frz	8/3 lb	8			0		0	0	0
1	Corn	24/15 oz.	24			0		0	0	0
1	Eggs, Liq Frz	12/2 lb.	12			0		0	0	0
1	Fig Pieces	24/1 lb.	24			0		0	0	0
1	Fruit, Mixed	24/15 oz.	24			0		0	0	0
1	Grape Juice	8/64 oz.	8			0		0	0	0
1	Peanut Butter	12/18 oz.	12			0		0	0	0
1	Pears, Canned	24/15 oz.	24			0		0	0	0
1	Plums, Dried	24/1 lb.	24			0		0	0	0
1	Pork, Canned	24/24 oz.	24			0		0	0	0
1	Turkey Breast, Frz	20/2 lb.	20			0		0	0	0
						0		0	0	0
						0		0	0	0
Any leftover from previous quarter - Please distribute out at normal rate per household to use up.										
1	Cranberry Juice(conc.)	12/11.5	12			0		0	0	0
1	Canned Pork	24/24 oz	24			0		0	0	0
1	Vegetable Soup	24/10.5	24			0		0	0	0
1	Great Northern Beans	12/2 lb	12			0		0	0	0
1	Beef Stew	24/24 oz	24			0		0	0	0
1	Mixed Fruit	24/15 oz	24			0		0	0	0
1	Sliced Potatoes	24/15 oz	24			0		0	0	0
1	Farina	10/18 oz	10			0		0	0	0
1	Sweet Peas	24/15 oz	24			0		0	0	0
1	Elbow Macaroni	20/1lb	20			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.