



FOOD BANK OF THE ALBEMARLE MONTHLY TEFAP INVENTORY REPORT

1st Quarter 2023 Jan-Feb-Mar.

Distribution for the month of _____

This report is due by the 5th of the month.

Name of Food Pantry

	1	2		3		4	5	6	7	8
Quantity of Distribution per Household	NAME OF COMMODITY	UNIT	# in each case	Units Carried over from last month	# of Cases Received	UNITS RECEIVED	LOSSES & TRANSFERS	TOTAL AVAILABLE	QUANTITY DISTRIBUTED	ENDING INVENTORY
1	Almonds Roasted	12/2 lb	12							
1	Apple Juice	8/64 oz	8							
1	Beef Round Roast	38-42 lb ctn								
1	Catfish Strips	20/2 lb	20							
1	Cherry Apple Juice	8/64 oz	8							
1	Elbow Macaroni Pasta	20/1 lb	20							
1	Frz Atlantic Pollock Fillet	20/2 lb	20							
1	Frz Chicken Leg Qtrs	8/5 lb	8							
1	Frz Whole Chicken	36-43 lb								
1	Frz Ak Pollock Fish Sticks	20/2 lb	20							
1	Frz Pork Loin Roast	6/5 lb	6							
1	Frz Peaches	96/4.4 oz	96							
1	Fresh Whole Milk	4/128 fl oz	4							
1	Fruit Mix	24/15 oz	24							
1	Fresh Grapefruit	34-39 lb								
1	Fresh Mandarin Tangerine	6/5 lb	6							
1	Fresh Oranges	12/3 lb	12							
1	Raisins	24/15 oz	24							
1	Slc White Potatoes	24/15 oz	24							
1	Shrimp Peeled & Dvnd	10/2 lb	10							
1	Veg Mix	24/15 oz	24							
1	Vegetable Soup	24/15 oz	24							
1	Walnuts	24/1 lb	24							
Any leftover from previous quarter - Please distribute out at normal rate per household to use up.										
Households with 4 or more people double the distribution rate.										

Column 1 - Commodity Name

Column 2 - Unit Size

Column 3 - Individual items on hand, carried over from previous month

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)

Column 4 - Amount received with monthly order (count how many units, the individual items, not the cases)

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

number of households served)

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