

Directions For Inventory Sheet

All USDA products must be kept inventoried. Enclosed you will find an inventory sheet for ONLY USDA products. If you distribute your food as soon as you pick it up from the Food Bank, then this form is not necessary. This form is for agencies that store USDA food product at their agencies for distribution at various times during the month.

EXAMPLE: Your agency keeps food product stored and distributes as needed. You will use the same sheet for receiving and distributing USDA product.

1. Receiving USDA Product:

Put the name of your agency at the top of the sheet.

Put the date you received the USDA food item.

Put the name of the USDA food item (green beans, peas, etc.)

Put the number of cases you received.

Then enter the total number of cases of that USDA food product you have on hand.

2. Distributing USDA Product:

Put the date you distributed the USDA food item.

Put the name of the USDA food item (green beans, peas, etc.)

Put the number of cases you distributed.

Then enter the total number of cases of that USDA product you have on hand.

****** Attached is a blank USDA inventory sheet for you to make copies of for your records. I am also attaching a "Sample Form" for your information.**