

## USDA Physical Inventory Form

Agency: **Valley Community Church**

Date: **June 2025**

USDA Item	Quantity at the Beginning of the Month	Number of Cases Received Per Week					At the end of the month the total amount available of each USDA product.
		Week 1	Week 2	Week 3	Week 4	Week 5	
Spaghetti Sauce	3 Cases + 11		4	3			0
Rice, Long Grain Brown	22 Bags		5	2	2		0
Cheese, Cheddar Shredded			4	10			3 Cases
Eggs			4	1			0
Potato Round White			4	4			0
Mixed Fruit				2			0
Peaches, Lite			2	2	3		0
Pears, Light			2	2			0
Plums, Dried				4			0
Orange Juice			5	5	5		0
Pork, Canned				2			0
Pistachios, Roasted			3	4			0
Walnut Pieces				2			0

### Instructions on How To Complete a monthly *USDA Physical Inventory Form*

*USDA Physical Inventory Forms* must be completed each month when your agency receives USDA products and when USDA products are in stock for future distributions or use.

- A copy of each agency *invoice* is needed to complete your *USDA Physical Inventory Form*.
- When an agency receives USDA products they must complete a monthly *USDA Physical Inventory Form* and the week they are received (1, 2, 3, 4, or 5) document the type of USDA products and the number of cases received.
- At the end of the month agencies must inventory dry, refrigerated, and frozen USDA products and document the amount available, 0 to the number available.
- When USDA products are available at the end of the month, on the following months *USDA Physical Inventory Form* document the type of USDA product and quantity available. Document the type of USDA products available in the first column and the quantity available in the second column.
- An agency must store dry (shelf-stable) USDA products separate from Food Bank, bought, & donated products.
- Dependent upon your cooler and freezer space, USDA products can be stored with Food Bank bought, and donated cooler and frozen products.

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USDA Physical Inventory Form

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

USDA Item Name	Quantity of Each Available USDA Product at the Beginning of the Month	Number of Cases Received Per Week					Total at the End of the Month (Canned, Dry, Frozen, & Refrigerated)
		Week 1	Week 2	Week 3	Week 4	Week 5	

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