



**ST. MARY'S FOOD BANK**  
**COMMODITY SENIOR FOOD PROGRAM (CSFP)**  
**DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)**



<b>Site Name:</b>	<b>Reporting Month:</b>
<b>Agency #:</b>	<b>Reporting Year:</b>

<b>Current Month's Distribution</b>	<b>AMOUNT</b>			
	<b>Box #</b>	<b>Box #</b>	<b>Box #</b>	<b>Box #</b>
1.) Total Boxes Delivered:				
2.) Total Boxes Signed for by Client in Current Month:				
3.) Total Cheese Delivered:				
4.) Total Cheese Signed for by Client in Current Month:				
<b>Remaining Inventory at Month's End</b>				
	<b>Box #</b>	<b>Box #</b>	<b>Box #</b>	<b>Box #</b>
5.) Number of Boxes on Site:				
6.) Number of Cheese on Site:				
<b>Lost Product, If Any</b>				
	<b>Box #</b>	<b>Box #</b>	<b>Box #</b>	<b>Box #</b>
7.) Report Any Box Loss*				
8.) Report Any Cheese Loss*				

If there was product loss, please describe the situation:

Note: Inventory is defined as Number of Boxes or Number of Cheese

\*You must do a **physical** count of your remaining inventory of CSFP items at the end of each month.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
Date

In order to maintain Inventory, this document must be received within 2 days after last distribution for the month

### CSFP MONTHLY INVENTORY REPORTING INSTRUCTIONS

Inventory and Link2Feed statistics reports must be submitted no later than the 27th of the month.

Requested Information	Instructions for Requested Information
1. Total Boxes Delivered	Physically count all boxes received on your delivery day and ensure that it matches the total number on your invoice. Enter that number here.
2. Total boxes Signed for by Client in Current Month	Total number of boxes that clients signed for. Example, SMFBA delivered 26 boxes for 26 participants. Only 24 clients signed for their boxes. Enter "24" in this space. If no boxes were delivered, but boxes from previous month(s) were signed for, enter "0" in total boxes delivered and "x" number of boxes signed for in this space.
3. Total Cheese Delivered	Physically count all cheese received on your delivery day and ensure that it matches the number on your invoice. Enter that number here.
4. Total Cheese Signed for by Client in Current Month	Total number of cheese that clients signed for. Example, SMFBA delivered 26 boxes of cheese for 26 participants. Only 24 clients signed for cheese. Enter "24" in this space. This number may exceed total cheese delivered if cheese from previous month(s) are signed for.
5. Number of Boxes on Site	Physically count the number of boxes that your clients did not pick up for the distribution month that just ended. Enter that number here. If any CSFP boxes were received after your distribution, include that number in your count.
6. Number of Cheese on Site	Physically count the number of cheese that your clients did not pick up for the distribution month that just ended. Enter that number here. If any cheese were received after your distribution, include that number in your count.
7. Report Any Box Loss*	Report the number of boxes that were damaged and could not be distributed, were misplaced, etc.
8. Report Any Cheese Loss*	Report the number of cheese that were damaged and could not be distributed, were misplaced, etc.
If there was product loss, please describe the situation:	Describe what happened to the box or cheese that was considered a loss.

Note: Inventory is defined as # of Boxes or # of Cheese.

Please contact your Agency Services Specialist if you have any questions about this form.