Food Bank of East Alabama
USDA Physical Inventory
(must be completed once each month)

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Month & Year

USDA Item	Number of Cases Your Agency Received *(this can be found on the invoice)*	Number of Cases on Hand on This Date	Count of Individual Units on Shelf on This Date *(cans, bags, or boxes)*	Notes

INSTRUCTIONS FOR COMPLETING THE USDA PHYSICAL INVENTORY FORM

- This form needs to be completed once each month. Ideally it would be about the same time each month (e.g. the last day of the month, or after you have done your distribution for the month)

- Use a separate page for *each month*.

- You may want to punch holes on the pages and put them in a notebook.

- Write in the name of the product in the first column (e.g. canned potatoes, grits)

- Write in the number of cases your agency got from the Food Bank. You can find this information on the invoice when you shop.

- On the day you do inventory, count the number of *cases* you have in storage.

- Then count the number of individual units (cans, boxes, or bags) that you have on the shelf.

- The last column gives you a place to write in comments or notes if needed.