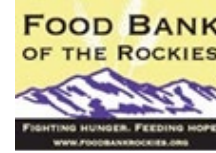


# Self-Certifying Site Inventory Tracking Form



Example:

Prev. month + 2 Utah  
 Current Recd + 20 Aster  
 On hand = 22  
 Distributed - 21 (2 Utah, 19 Aster)  
 End of month = 1 Aster  
 Beginning bal. next month = 1 Aster

Don't forget the cheese!  
 See back page for another example.  
 Thank you for all you do!

Date: \_\_\_\_\_ Site Name: \_\_\_\_\_

**\*\*\*Deadline: Due 1<sup>st</sup> day of each month\*\*\***

**NO BOXES ARE TO BE DISTRIBUTED THE LAST THREE DAYS OF THE MONTH!**

<b>***Recipes Distributed***</b>										
Previous Month Inventory (Left Over Boxes)		<b>+</b>	Current Month Received		<b>-</b>	Current Month Distributed		<b>=</b>	End of Month Inventory (Left Over Boxes)	
Qty.			Qty.			Qty.			Qty.	
Recipe			Recipe			Recipe			Recipe	
Qty.			Qty.			Qty.			Qty.	
Recipe			Recipe			Recipe			Recipe	
Cheese			Cheese			Cheese			Cheese	
									Reason for leftover cheese	

**EACH Box must have cheese every month. Please specify reason for leftover cheese, i.e. "client refused"**

**\*\*\*Don't forget to submit your client sign-in list (if applicable)\*\*\***

Submit to: fax # 720-473-6328, or Email: Kelly: [kbacher@foodbankrockies.org](mailto:kbacher@foodbankrockies.org) Silvia: [sggarcia@foodbankrockies.org](mailto:sggarcia@foodbankrockies.org) Jackie: [jpapi@foodbankrockies.org](mailto:jpapi@foodbankrockies.org)

Notes/Comments: \_\_\_\_\_

I certify the information reported is correct: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

# Self-Certifying Site Inventory Tracking Form

Date: \_\_\_\_\_ Site Name: \_\_\_\_\_

**\*\*\*Deadline: Due 1<sup>st</sup> day of each month\*\*\***

SAMPLE

NO BOXES ARE TO BE DISTRIBUTED THE 1<sup>ST</sup> OF EACH MONTH SEE DIRECTIONS ON THE BACK

<b>***Recipes Distributed***</b>										
Previous Month Inventory (Left Over Boxes)		<b>+</b>	Current Month Received		<b>-</b>	Current Month Distributed		<b>=</b>	End of Month Inventory (Left Over Boxes)	
Qty.	2		Qty.	20		Qty.	2		Qty.	1
Recipe	Utah		Recipe	Aster		Recipe	Utah		Recipe	Aster
Qty.			Qty.			Qty.	19		Qty.	
Recipe			Recipe			Recipe	Aster		Recipe	
Cheese	2		Cheese	20		Cheese	21		Cheese	1
									Reason for leftover cheese	

**EACH Box must have cheese every month. Please specify reason for leftover cheese, i.e. "client refused"**

**\*\*\*Don't forget to submit your client sign-in list (if applicable)\*\*\***

Submit to: fax # 720-473-6328, or Email: Kelly: [kbacher@foodbankrockies.org](mailto:kbacher@foodbankrockies.org) Silvia: [sggarcia@foodbankrockies.org](mailto:sggarcia@foodbankrockies.org) Jackie: [jpapi@foodbankrockies.org](mailto:jpapi@foodbankrockies.org)

Notes/Comments: \_\_\_\_\_

I certify the information reported is correct: Printed Name \_\_\_\_\_ Signature \_\_\_\_\_