CSFP
Commodity
Senior Food
Program

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

St. Mary's
Food Bank®
MEMBER OF FEEDING AMERICA

Site Name:		Reporting Month:
Agency #:		Reporting Year:

Current Month's Distribution	AMOUNT			
	Box #	Box #	Box #	Box #
1.) Total Boxes Delivered/ Leftover from Last Month:				
2.) Total Boxes Signed for by Client in Current Month:				
3.) Total Cheese Delivered/ Leftover from Last Month:				
4.) Total Cheese Signed for by Client in Current Month:				

Remaining Inventory at Month's End				
	Box #	Box #	Box #	Box #
5.) Number of Boxes on Site:				
6.) Number of Cheese on Site:				

Lost/ Extra Product				
	Box #	Box #	Box #	Box #
7.) Number of Lost/ Extra Boxes:				
8.) Number of Lost/ Extra Cheese:				

Provide an explanation of any lost or extra product below:

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

Requested Information	Instructions for Requested Information
1. Total Boxes Delivered/ Leftover from Last Month	Enter the total number of boxes received in the reporting month, along with any boxes leftover from the previous month. When receiving a delivery, physically count all boxes received and ensure that it matches the total number on your invoice.
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/ Leftover from Last Month	Enter the total number of cheese received in the reporting month, along with any cheese leftover from the previous month. When receiving a delivery, physically count all cheese received and ensure that it matches the total number on your invoice.
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. Number of Lost/ Extra Boxes	Report any lost, damaged or extra boxes. An explanation of any lost, damaged or extra boxes must be provided.
8. Number of Lost/ Extra Cheese	Report any lost, damaged or extra cheese. An explanation of any lost, damaged or extra cheese must be provided.
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.