

**USDA DONATED FOOD**

**RECORD OF PERPETUAL AND MONTHLY PHYSICAL INVENTORY**

COMMODITY: **Beef Stew**

PACK SIZE: **24/24 oz.**

AGENCY: **SOUP KITCHEN XYZ**

\$ VALUE/CASE: **\$37.74/CASE**

**EXAMPLE**

Date	Invoice Number	Quantity Received	Quantity Used	Quantity Transferred	*Adjustment	Balance	Date of Monthly Physical Inventory	Quantity Counted & Initials
8-8-17	10293	192				192		
8-15-17			32			160	8-31-17	160 jbh
9-5-17			38			122	9-30-17	122 jbh
10-16-17			35			87	10-31-17	87 jbh
11-15-17	67809	96				183	11-30-17	183 jbh
12-18-17			38			145		
12-22-17			32			113	12-31-17	113 jbh

\*Use list Code (D) damaged, L (lost) or S (spoiled) beside any quantity listed in the adjustment column.

Note: If agency plans to use less than a full case at one time, it is recommended that quantity received be recorded in the *smallest unit*. For example, an agency receives 3 cases of canned pork. There are 24 cans in one case. The quantity received would be 72 cans. The "quantity used" would reflect the number of cans pulled from inventory on any given day. Transfers must be approved by NCDA&CS.

