



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



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	AMOUNT			
	Box #	Box #	Box #	Box #
5.) Number of Boxes on Site:				
6.) Number of Cheese on Site:				

Lost/ Extra Product	AMOUNT			
	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