**Self-Certifying Site Inventory Tracking Form**

Date: _______________   Site Name: __________________________

***Deadline: Due 1\textsuperscript{st} day of each month***

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

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### ***Recipes Distributed***

<table>
<thead>
<tr>
<th>Previous Month Inventory (Left Over Boxes)</th>
<th>+</th>
<th>Current Month Received</th>
<th>-</th>
<th>Current Month Distributed</th>
<th>-</th>
<th>End of Month Inventory (Left Over Boxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty.</td>
<td></td>
<td>Qty.</td>
<td></td>
<td>Qty.</td>
<td></td>
<td>Qty.</td>
</tr>
<tr>
<td>Recipe</td>
<td></td>
<td>Recipe</td>
<td></td>
<td>Recipe</td>
<td></td>
<td>Recipe</td>
</tr>
<tr>
<td>Qty.</td>
<td></td>
<td>Qty.</td>
<td></td>
<td>Qty.</td>
<td></td>
<td>Qty.</td>
</tr>
<tr>
<td>Recipe</td>
<td></td>
<td>Recipe</td>
<td></td>
<td>Recipe</td>
<td></td>
<td>Recipe</td>
</tr>
</tbody>
</table>

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**Cheese**

Reason for leftover cheese

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

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

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

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Notes/Comments: __________________________________________________________________________________________________________________________________________

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I certify the information reported is correct: Printed Name_______________________________________   Signature________________________________________________

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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!
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### Recipes Distributed

<table>
<thead>
<tr>
<th>Recipe</th>
<th>Qty.</th>
<th>Current Month Received</th>
<th>Current Month Distributed</th>
<th>End of Month Inventory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utah</td>
<td>2</td>
<td>20</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Aster</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheese</td>
<td>2</td>
<td>20</td>
<td>21</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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Notes/Comments:_____________________________________________________________________________________________________________________________

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