



# Self-Certifying Site Inventory Tracking Form

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

Date: \_\_\_\_\_

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

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

### \*\*\*Recipes Distributed\*\*\*

	Previous Month/ Left over boxes	+	Current Month Received	-	Current Month Distributed	=	End of month Inventory/ left over boxes
Qty.			Qty.		Qty.		Qty.
Recipe			Recipe		Recipe		Recipe
Qty.			Qty.		Qty.		Qty.
Recipe			Recipe		Recipe		Recipe
Milk			Milk		Milk		Milk
						Reason for leftover Milk	
Cheese			Cheese		Cheese		Cheese
						Reason for leftover cheese	

**EACH Box must have cheese every month and milk every OTHER month. Please specify reason for leftover cheese and milk ie... "client refused"**

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

**Submit to: fax # 720-473-6328 or Email: L2f@foodbankrockies.org**

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

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

Sample on back

# Self-Certifying Site Inventory Tracking Form

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

# Sample

\*\*\*Deadline: Due 3 days after each distribution\*\*\*

If you distribute all month, your deadline is every Friday and the last day of the month

### \*\*\*Recipes Distributed\*\*\*

	Previous Month/ Left over boxes	<b>+</b>	Current Month Received	<b>-</b>	Current Month Distributed	<b>=</b>	End of month Inventory/ left over boxes
Qty.	15		Qty.		Qty.		Qty.
Recipe	Dallas-3		Recipe		Recipe		Recipe
Qty.			Qty.	20	Qty.	15	Qty.
Recipe			Recipe	Broncos-4	Recipe	Broncos-4	Recipe
Milk			Milk	20	Milk	20	Milk
Cheese	15		Cheese	20	Cheese	30	Cheese

EACH Box will have cheese every month and every OTHER month, the milk

\*\*\*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);

April: [afautsch@foodbankrockies.org](mailto:afautsch@foodbankrockies.org);

Jackie: [jmartinez@foodbankrockies.org](mailto:jmartinez@foodbankrockies.org)

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

I certify the information reported is correct:

Printed name \_\_\_\_\_ Signature \_\_\_\_\_