



Self-Certifying Site Inventory Tracking Form

Site Name: _____ Date: _____

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

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

EACH Box must have cheese every month and milk every OTHER month

*****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

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Recipes Distributed

Previous Month/ Left over boxes		Current Month Received		Current Month Distributed		End of month Inventory/ left over boxes	
Qty.	15	Qty.		Qty.	15	Qty.	0
Recipe	Dallas-3	Recipe		Recipe	Dallas-3	Recipe	
Qty.		Qty.	20	Qty.	15	Qty.	5
Recipe		Recipe	Broncos-4	Recipe	Broncos-4	Recipe	Broncos-4
Milk		Milk	20	Milk	20	Milk	0
Cheese	15	Cheese	20	Cheese	30	Cheese	5

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;

April: afautsch@foodbankrockies.org;

Lani: lpomales@foodbankrockies.org

Notes/Comments: _____

I certify the information reported is correct:

Printed name _____ Signature _____