

REPORT OF COMMODITIES FOR MONTH OF \_\_\_\_\_, 2011

AGENCY NAME \_\_\_\_\_ AGENCY # \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME AND TITLE OF PERSON COMPLETING THIS FORM \_\_\_\_\_

**REPORT DUE BY THE 15<sup>TH</sup> OF THE NEXT MONTH** \*Reporting period runs from the 1<sup>st</sup> day of the month to the last day of the month.

\*Fill in the invoice number and date in the grid below. Report the item/amount received in **CASES**.

Week 1		Week 2		Week 3		Week 4		Week 5	
Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received	Invoice #	Date Received
Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received	Commodity	Amt/Check (✓) Item Received
Beef Stew 24/24 oz		Beef Stew 24/24 oz		Beef Stew 24/24 oz		Beef Stew 24/24 oz		Beef Stew 24/24 oz	
Cereal, Corn Flakes 12/18 oz		Cereal, Corn Flakes 12/18 oz		Cereal, Corn Flakes 12/18 oz		Cereal, Corn Flakes 12/18 oz		Cereal, Corn Flakes 12/18 oz	
Chicken, Whole 10 / 3#		Chicken, Whole 10 / 3#		Chicken, Whole 10 / 3#		Chicken, Whole 10 / 3#		Chicken, Whole 10 / 3#	
Corn 24/#300 can		Corn 24/#300 can		Corn 24/#300 can		Corn 24/#300 can		Corn 24/#300 can	
Creamed Corn 24/#300 can		Creamed Corn 24/#300 can		Creamed Corn 24/#300 can		Creamed Corn 24/#300 can		Creamed Corn 24/#300 can	
Figs, Dried 24/1#		Figs, Dried 24/1#		Figs, Dried 24/1#		Figs, Dried 24/1#		Figs, Dried 24/1#	
Peaches 24/#300 can		Peaches 24/#300 can		Peaches 24/#300 can		Peaches 24/#300 can		Peaches 24/#300 can	
Peanut Butter 12/18 oz		Peanut Butter 12/18 oz		Peanut Butter 12/18 oz		Peanut Butter 12/18 oz		Peanut Butter 12/18 oz	
Sweet Potatoes 24/#300 can		Sweet Potatoes 24/#300 can		Sweet Potatoes 24/#300 can		Sweet Potatoes 24/#300 can		Sweet Potatoes 24/#300 can	

**EMERGENCY FOOD BOX (PANTRY) INFORMATION: (FOOD GIVEN OUT TO INDIVIDUALS TO BE PREPARED AT HOME)**  
**\*\*PLEASE RECORD ACTUAL NUMBER OF INDIVIDUALS SERVED**

**\*\*RECORD ENDING MONTHLY INVENTORY ON PAGE 2**

NUMBER OF HOUSEHOLDS – TOTAL \_\_\_\_\_

NUMBER OF INDIVIDUALS - TOTAL \_\_\_\_\_

